



Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Interview Questions

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Understand and research types of questions asked in interviews	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A1: Read continuous text A2: Interpret documents B2: Write continuous text D2: Digital technology
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information B2.2: Write texts to explain and describe information and ideas B3.1b: Create very simple documents to display and organize a limited amount of information D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Computer with internet access• Pen and paper	



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Task Title: Interview Questions

Learner Instructions

In this task set you will locate additional interview questions related to an interview using the internet. In today's world of job searching most research is completed online. You will answer related questions to understand appropriate responses. Read the following information **Understand Types of Questions asked in Interviews**

- Task 1:** In an interview you will be asked about yourself. Use the internet to locate additional questions that may be asked about you. List at least 3 more questions.
- Task 2:** Use the internet to conduct a search using the keywords *how to describe your strengths in an interview*. List at least 3 different descriptions of strengths. Highlight which of these best describes you.
- Task 3:** List three detailed examples of your qualifications from a previous job or personal experience. These should be skills such as problem solving, understanding policies, or working with people.
- Task 4:** In interviews you will be asked about your weaknesses. Use the internet to locate information on how to answer the question. List two examples of how to answer the question.
- Task 5:** Use the internet to locate three questions asked in an interview related to problem solving. List these three questions.
- Task 6:** In your own opinion, why do you think it is important to find out about interview questions before an interview?



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Understand Types of Questions asked in Interviews

When going to an interview for a potential job opportunity you will be asked many questions. These will likely include work history, wages, and the company you applying to, qualifications and questions about you. The best approach is to be prepared for these questions and other questions that may come up.

Samples of questions asked in an interview are listed below but there are many more questions. You can research different types of questions online.

Work History

- Where you worked, your position and dates of employment
- Questions about your resume
- Why you are leaving or have left your position

About You

- Greatest strengths and weaknesses
- Do you work well with other people?
- What motivates you?

Qualifications

- Describe the skills that fit into the new position
- Describe your work style
- How many hours do you normally work

Compensation

- Salary expectations

Company ABC

- Why do you want to work here?
- What do you know about ABC COMPANY?



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Task Title: Interview Questions - Answer Key

Task 1: In an interview you will be asked about yourself. Use the internet to locate additional questions that may be asked about you. List at least 3 more questions.

- **Do you prefer to work in a team or independently?**
- **Describe a difficult work situation and how you overcame it.**
- **What are your pet peeves?**

Answers will vary according the internet website used

Task 2: Use the internet to conduct a search using the keywords how to describe your strengths in an interview. List at least 3 different descriptions of strengths. Highlight which of these best describes you?

These answers should include these types of descriptions but may vary. Highlighting will be subjective.

- **Excellent communication skills**
- **Detailed oriented**
- **Ability to problem solve in a timely manner**

Task 3: List three detailed examples of your qualifications from a previous job. These should be skills such as problem solving, understanding policies, or working with people.

These answers will vary. Can include:

- **Problem solving with a customer to find a product**
- **Saved the company money by suggesting an alternate method of doing something**
- **Effectively worked with money in a retail position**

Task 4: In interviews you will be asked about your weaknesses. Use the internet to locate information on how to answer the question.

Turn a negative into a positive. For example, a sense of urgency to get projects completed or wanting to triple-check every item in a spreadsheet can be turned into a strength i.e. you are a candidate who will make sure that the project is done on time and your work will be close to perfect.

Note that the term "weakness" isn't used in the sample answers - you always want to focus on the positive when interviewing.

Task 5: Use the internet to locate three questions asked in an interview related to problem solving.

- **Describe a time when you had a problem with a manager; how did you resolve it?**
- **Describe a time when your workload was overwhelming; how did you handle it?**
- **Have you had to deal with an irate customer and how did you handle it?**



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Task 6: In your own opinion why do you think it is important to find out about interview questions before an interview? **These answers will vary but should include a reference to being prepared.**



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Task Title: Interview Questions

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> follows the main events of descriptive, narrative and informational texts 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> begins to organize writing to communicate effectively 			



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B3.1b	<ul style="list-style-type: none">follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	<ul style="list-style-type: none">organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially)			
D.2	<ul style="list-style-type: none">selects and follows appropriate steps to complete tasks			
	<ul style="list-style-type: none">locates and recognizes functions and commands			
	<ul style="list-style-type: none">makes low-level inferences to interpret icons and text			
	<ul style="list-style-type: none">begins to identify sources and evaluate information			
	<ul style="list-style-type: none">performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature