



Task-based Activity Cover Sheet

Task Title: Preparing for a Job Interview

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: The learner will watch a video and extract information about preparing for a job interview	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A3: Extract Information from films, broadcasts and presentations A1: Read continuous text B2: Write continuous text D: N/A
Level Indicators: A3.2: Listens/watches broadcast for more than one piece of information or one piece of information with a low level inference or with many distractors A1.1: Read brief texts to locate specific details B2.1: Write brief texts to convey simple ideas and factual information D.1: Perform simple digital tasks according to a set procedure	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Computer with Internet access capable of playing Adobe Flash• http://video.about.com/jobsearch/Preparing-for-a-Job-Interview.htm	
ESKARGO: Skills and Knowledge Required for Successful Task Performance Comprehension <ul style="list-style-type: none">• Gets the main idea of a film, broadcast or presentation with familiar subject matter• Uses basic strategies to check and increase understanding (i.e., asks for clarification)• Gets main idea(s) and identifies key points of longer forms of oral communication with some unfamiliar aspects• Understands how presentation techniques are used to affect/influence/persuade an audience• Uses strategies to check and increase understanding (e.g., takes notes listing unfamiliar vocabulary and key points, replays audio/video tapes, transcribes information from tapes)• Identifies the main idea(s) and supporting details and summarizes content of sustained forms of oral	



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communication containing some implicit information and specialized vocabulary

- Identifies the main idea(s) and supporting information; summarizes content of sustained forms of oral communication containing implicit information and specialized vocabulary
- Uses a wider range of complex strategies to confirm and increase understanding (e.g., takes notes to organize and classify, checks interpretation with other listeners, does further research)

Interpretation:

- Draws conclusions about ideas presented in formal situations
- Evaluates information contained in films, broadcasts, formal talks and presentations
- Recognizes that information in films, broadcasts and presentations may be objective or biased
- Evaluates overall content and effectiveness of formal speeches and lectures
- Compares various ideas from films, broadcasts and presentations
- Integrates various ideas from films, broadcasts and presentations

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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There are many videos available online that help people looking for work to be successful in their job search. Watch this video about preparing for a job interview and answer the following questions:

<http://video.about.com/jobsearch/Preparing-for-a-Job-Interview.htm>

Task 1: List two reasons to be prepared for an interview

Task 2: List and explain two tips the video presents about preparing for an interview

Task 3: Why is it a good idea to have questions ready for the interviewer?



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Answer Key

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Task 1: List two reasons to be prepared for an interview

- ❖ Manage the stress of answering questions
- ❖ Helps make a positive impression

Task 2: List and explain two tips the video presents about preparing for an interview

- ❖ Have a dependable outfit (suit): try everything on ahead of time so no last minute fashion disasters
- ❖ Pay attention to details: hair, nails and shoes should look polished and professional
- ❖ Know your stuff: research the company
- ❖ Plan for the day ahead of time: ask for time off work if you are employed; check out the logistics of getting to the interview with time to spare: print extra copies of resume and a list of references
- ❖ Practice interviewing: ask a friend or family member to ask you common interview questions

Task 3: Why is it a good idea to have questions ready for the interviewer?

- ❖ Shows interest in the position
- ❖ Shows that you have researched the company (done your homework)



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<i>Suggested Performance Descriptors</i>		Needs Work	Completes task with support from practitioner	Completes task independently
A3.2	<ul style="list-style-type: none">Listens/watches broadcast for more than one piece of information or one piece of information with a low level inference or with many distractors			

This task: was successfully completed____ needs to be tried again____

<i>Learner Comments</i>

Instructor Print

Learner Signature