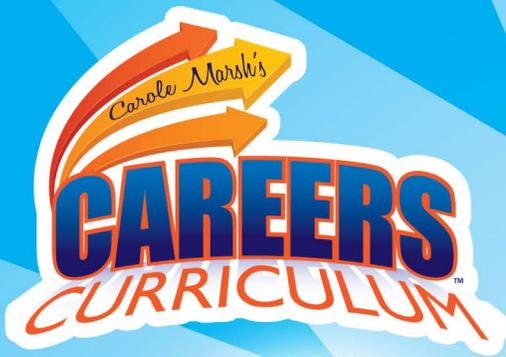


MIDDLE SCHOOL
HIGH SCHOOL
COLLEGE & BEYOND



Would YOU HIRE *this* PERSON?



A Look at Getting
Hired (or not!)...from
the Point of View of
Your (Possible!)
Future Employer

CAROLE MARSH

You know it's not easy to get a job...but have you thought about all these things?!
Real-world interview scenarios... and you get to decide the job candidate's fate!

Contents

A Word from the Author.....	page 7
Will Nerves Undo Her?.....	page 9
Ignorance Is No Excuse!.....	page 15
Be a Positive, Not a Negative!.....	page 21
Better Late Than Never...Or Not?.....	page 27
Show Me the Money-Not!.....	page 33
Will a Lack of Schooling Hurt Him?.....	page 39
What Does Your Body Language Say About You?.....	page 45
Think Before You Speak!.....	page 51
Control Your Inner "Control Freak!".....	page 57
Can You Learn from Your Mistakes?.....	page 63
Be Yourself-Not Self-Conscious!.....	page 69
The "Name" of the Game.....	page 75
Tips to ACE Your Next Job Interview.....	page 81

A Word from the Author

What is a job interview anyway?
It feels like a stress test, doesn't it?
Nothing quite prepares you for a job interview.
It's just hard to think that this person sitting before you holds your employment fate in his or her hands.
Were they ever in your shoes? YES! Were they ever nervous? YES!
Did they make interview mistakes? YES!

My point is...relax.
No one ever aces every interview.
It's a little like performing...practice helps.

No one ever gets a "You're hired!" on every job interview.
Not everyone gets that all important second interview.
Lots of people get a "Thanks, but no thanks, sorry" rejection.

REJECTION...none of us like that. We probably spent our entire middle and high school years trying hard NOT to get rejected. But you know, you can make NO your friend!

If you're trying to build job skills and experience, it starts with the job interview, and, often, with rejection. Since rejection's part of life, it's character-building to figure out how you will respond to the word NO.

Here are some tips:

- Don't take it so personally; you weren't the only one who didn't get the job, you know!
- Embrace adversity: think of how you can prepare and do better the next time.
- Be resilient: you can stay down, but why? Bounce right back up and try again.
- Be confident: many of the most famous and successful and talented people were rejected MANY TIMES; it just goes with the territory.
- Retain your inner belief that you will succeed...and you will!
- Listen to your inner voice: maybe that job really wasn't for you; what if you got it when another, even better, job is waiting in the wings?

Failure and rejection are part of success. As a writer, I eat rejection for lunch! Just tell me NO and I will try harder, be better, and achieve; no one can stop me. Nor you. Embarrassed by rejection letters? Many famous writers proudly wallpapered their offices with them (so they could later gloat over the folks who missed out on their talent)!

Collect your rejections proudly so that when you get a "YES! YOU GOT THE JOB!", you will appreciate it—and yourself—more than ever. Remember: every no is one step closer to a yes...really!

Cheering you on!

Carole Marsh



Ignorance Is No Excuse!

So you thought homework was a thing of the past now that you're out of school? Not so fast!

Did this job candidate do his homework before the interview...or is he going in clueless?

Will the interviewer ask questions that will uncover this misstep?

Will he hire this person?

Would you?



Meet Brian O'Connor, human resources specialist for Richter Corporation, an international company specializing in building equipment that applies adhesives in manufacturing operations. He is seeking an engineer for an entry-level position in new product development.



Meet Kevin Rosen. Kevin is a very bright young man who has just graduated from Georgia Tech. His excellent grades reflect his intelligence and discipline as a student. Kevin has been successful in all his academic endeavors because he is very smart and organized. But Kevin has neglected to do something very important before his interview...

The Interview

Elizabeth turns in her chair as she hears footsteps in the hall behind her. Mr. Felton holds out his hand to greet her with a handshake. Elizabeth stands quickly, dumping her purse on the floor. She scrambles to jam everything back into her bag.

Mr. Felton (laughing and smiling): “Well, hello, Elizabeth! Can I help you pick up your things?”

Elizabeth: “Oh, no, sir! I’ll be fine. I travel pretty light compared to most of my friends.”



I cannot believe I did this. Great first impression—me scrambling around on the floor of the human resources department! I’m sweating already!

Mr. Felton: “Come on back to my office. Traveling light is a good thing in a job like this. We sometimes send accountants to work in our clients’ offices out of town, so life is just easier if you don’t have a lot of stuff to lug around.”



She seems composed after her mishap—good!

Elizabeth: “That sounds great. I like to be organized—a place for everything and everything in its place!”



Hope he likes that, that’s just the way I am! OK, now my heartbeat has slowed down.

Mr. Felton: “I’d say that’s definitely a good trait for an accountant. So, tell me why did you choose accounting for your major?”

Elizabeth: “Well, I had a math teacher in high school who wanted students to understand the work world. He talked to us from time to time about careers that were math-related. He called accounting the “language of business” and said that today’s accountants do much more than crunch numbers...and he said that an accounting background can launch you into a number of business careers. I’ve always been good in math, and I remembered what he said when it came time to choose a career.”



Whew—I think he liked that. He’s nodding his head!



Good answer; it shows good decision making and forward-looking career strategy.

Mr. Felton: "I see you had an internship with a CPA. How did that go?"

Elizabeth: "I learned a lot and realized how important accounting is to the survival of a business, for sure. When I was there, most of the work revolved around individual tax returns, but Mr. Claiborne had some corporate returns underway at the same time. I worked some long hours during tax season! I got some great experience but it was hard to tell if he was pleased with anything because he was just really difficult to work with. He didn't like questions, but I had to ask them to understand what to do."



There—I said it. It's the truth. The guy was a jerk.

Mr. Felton: "So how did you deal with that difficult working environment?"



Let's see how she handles this. Did she make lemons out of lemonade, or not?

Elizabeth: "It bothered me because I am conscientious and always want to do a good job. It's not easy to work for someone you don't like personally. I had a professor in my last semester in college who was the same way. Nothing pleased him, and it was like pulling teeth to get answers to questions. I learned in that situation that you can only do your best—some people are not going to like you, but you just do your job and find a way to complete a task. I kept telling myself that while working for Mr. Claiborne."



I don't want to be negative, but he asked me! I hope I haven't said too much...

Mr. Felton: "What are some strategies you used when you couldn't get the answers you needed from your professor or your supervisor?"



Let's see how she overcame the problem.

Elizabeth: "I researched things on my own. I also asked the one other accountant in the office to help me. He was young like me, but we put our heads together and figured out lots of things. That was a real feeling of accomplishment!"



It was an even better feeling not to have to talk to Mr. Claiborne any more than I absolutely had to.

Mr. Felton: "How do you feel about your supervisor now? Did you leave on good terms?"



Would you be willing to ask him for a recommendation letter, or is that bridge burned?

Elizabeth: "Yes, we left on good terms. I may not like him personally, but I never let him know that. I think he is just an unhappy person, and I could not help that. I did my job and I know I contributed greatly while I was there. He was able to take on more clients because of all the work I did behind the scenes."



I hope this conversation is not going to backfire on me! I'm just trying to be truthful.



Very mature, very well-spoken, very confident.

Mr. Felton: "Elizabeth, I'm very glad to have met you. I'm going to send your resume to Ronald Spain, our Accounting Supervisor. It may take him a few weeks to review all the candidates, but we'll be in touch by e-mail if you are selected for a second interview."

Elizabeth: "Thank you! I enjoyed meeting you as well. I hope I can come back for another interview to discuss the position more fully and expand on my qualifications. And next time, I'll make sure my purse zipper is closed so I don't drop my life on the floor!"



Uh oh, should I have said that???

Mr. Felton laughs and escorts Elizabeth to the door. They shake hands again before exchanging goodbyes.

After the Interview



I think things went well, even though he really zoned in on how it was to work with Mr. Claiborne. Oh, well, that's water under the bridge, and I think it's always right to tell the truth about a situation.

Very impressed! She turned a negative situation into a positive one. The workplace is full of difficult people and personality conflicts, and she's learned some valuable lessons early. And I like her sense of humor!



Would You Give Elizabeth a Second Interview?

Yes, Elizabeth has good experience, good grades, and a good attitude. She handled a negative situation well, and was able to explain that simply to the interviewer.

No, Elizabeth made a mistake talking about her prior supervisor. She should not have even brought up the fact that he was difficult to work with.

Would You Hire This Person?

Yes...because _____

No...because _____

What the Interviewer Decided:

Mr. Felton highly recommended that Elizabeth be brought back for a second interview. Elizabeth impressed the Accounting Supervisor as well when she expanded on her work experience and extra-curricular activities as her sorority treasurer. He needed a mature candidate to work with out-of-state clients, and hired Elizabeth to fill the open accounting position. She used her first paycheck to buy a new purse.

Meet Evan Freeman, top chef for The Passion, one of the top restaurants in downtown Dallas. He is looking for a pastry chef trainee. He likes to train his own people so they become experts in designing and making The Passion's magnificent treats.



Meet Teresa Mason. Teresa is sensitive, creative, passionate about everything she does...but is chronically late. She knows it, and vows virtually every day to change her ways. She was determined to be on time to this interview this morning, but...



“The Thong Song”—are you serious???

Mr. Wells: “These things happen, Andy. Yours isn’t the first cell phone to ring in my office, and it won’t be the last, I’m sure. Thank you for coming in today. I’ll be in touch if we’d like you to come back for a second interview.”

Mr. Wells opens the door. Andy, frazzled, trips over the chair leg as he tries to leave.

Andy: “Again, I’m sorry about that interruption. And, uhh, I will be in touch if I don’t hear from you by the end of the week, if that is OK.”



This is going from bad to worse—the phone, and now I trip!

Mr. Wells: “That’s fine. E-mail is the best way to communicate, so here’s my card with my e-mail address on it. Have a great day, Andy.”

After the Interview



He is qualified and experienced. Seems smart and sensitive, and really cares for kids. But that slouch and that ringtone are not leaving me with a good feeling. Not much time to think about this now—I have lots of candidates to interview today.

I thought things were going well until my cell phone went off! I CANNOT believe I forgot to turn it off! What an idiot! And wait until I get a hold of Ryan. He needs to keep his hands off my phone. I hope they give me another chance; this is a good school!



Would You Give Andy a Second Interview?

Yes, Andy is clearly qualified, and appears genuine about helping teens—ultimately that is the most important qualification. He made a mistake in forgetting to turn off the phone—we all forget things from time to time.

No, You can't be a guidance counselor to middle schoolers—especially girls—with such a provocative ringtone. He says his brother put it on there, but could it have been Andy's choice? Most importantly, though, his body language during the interview was disrespectful and made him appear somewhat disinterested.

Would You Hire This Person?

Yes...because _____

No...because _____

What the Interviewer Decided:

A week after the interview, Mr. Wells called Andy and asked him to come in for a second interview. The school principal wanted to interview him. Although his cell phone was turned off this time, Andy's body language had not changed. He still appeared disengaged in the interview. Although Andy has great experience and a love for helping kids, he was not hired for the job.

**It is our choices...that show
what we truly are, far more
than our abilities.—
J.K. Rowling**

Meet Bob Holley, owner of Organize Your Life, a full-service organizing company that helps clients organize every facet of their lives, from a tiny linen closet to a massive company warehouse. He is seeking to hire two new organizers—people who can work easily with clients who are feeling overwhelmed about all their stuff!



Meet Maria Juarez. She organizes everything; she just can't help herself. When she goes to a friend's house, she secretly reorganizes the refrigerator contents when asked to grab the butter. When she visits her mom, she starts date-sorting the receipts on the counter. You get the picture...

Can You Learn from Your Mistakes?

We all make mistakes in life. It's part of growing up.

Has this job candidate been able to learn from his mistakes while working in the family business?

Will the interviewer be pleased with his attitude...or alarmed by his past?

Would you hire this person?

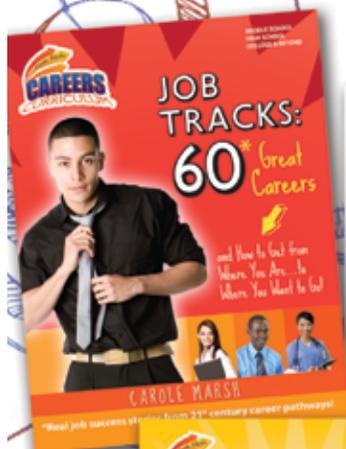




FOR MIDDLE SCHOOL, HIGH SCHOOL, COLLEGE AND BEYOND!

"If you are ready for 'readiness'...for choosing a career pathway... deciding what to do after high school...or for a first job, or raise and promotion - THIS SERIES IS FOR YOU!"

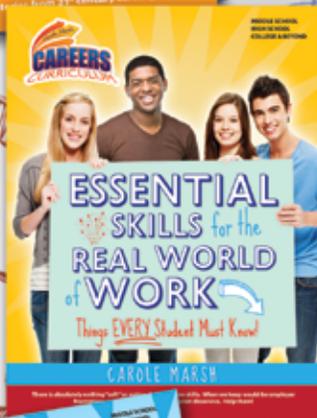
— James Barnard



Job Tracks: 60* Great Careers and How to Get from Where You Are... to Where You Want To Go!

This book is filled with unique and effective approaches for helping students find their career pathway! Featuring 60 careers from today's job market, this book allows young people to hear first-hand from a person with the job: how they got it, what they do, what education and skills were required, and "what I would have done differently!" Readers get the feel of what particular careers might actually be like—essential knowledge for that all-important decision!

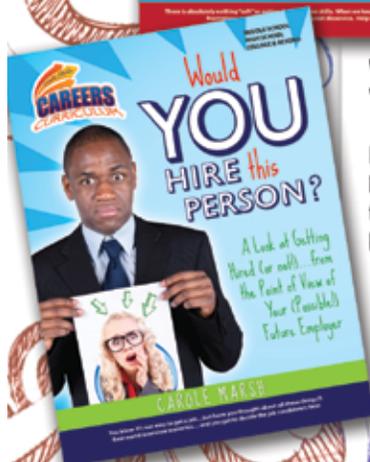
"Entertaining and charming to read!"



Essential Skills for the Real World of Work: Things EVERY Student Must Know!

There's no other book that does a better job of sharing essential skills for the real business world and explaining why they are essential! This book dishes out the subtleties, nuances, and in-between-the-lines considerations of job interviewers who are not only interested in candidates with essential skills, but are actually desperate for them! It includes a fun and effective scoring system to encourage students to rack up job-readiness skills long before they are required.

"Highly encouraging and enlightening!"



Would You Hire This Person? A Look at Getting Hired (or Not!)...from the Point of View of Your (Possible!) Future Employer

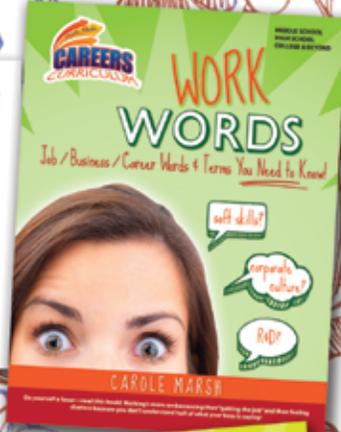
Read verbatim interviews that are both entertaining and enlightening! In this book, students hear both sides of the interview, including the employer and job candidate's unspoken thoughts. The reader can decide for himself or herself if they would hire the job candidate before learning the actual outcome.

"Such realistic scenarios – I got nervous reading them! I wanted the person to get the job, but, gee...I can see why some would not!"

Work Words: Job/Business/Career Words & Terms You Need to Know!

Get ready for lots of insider information and a few inside jokes! Written by a real employer, this book defines essential job, business, and career words and terms with insight, humor, and pizzazz! The contents of the book are organized into entertaining and effective groupings.

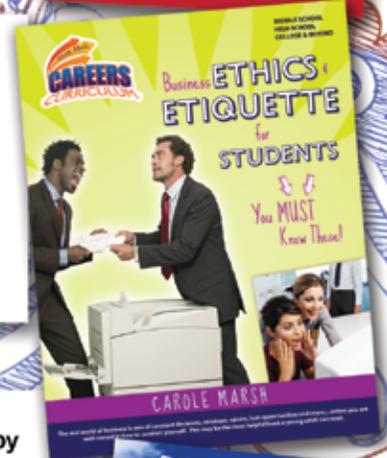
"Why be embarrassed when you can be empowered by knowing 'job speak' BEFORE you even get the job?"



Business Ethics & Etiquette for Students: You MUST Know These!

This highly entertaining and immensely practical book is an eye-opening must-read for students and new hires! It provides them with the confidence to avoid embarrassment, misstep, lost opportunity, and more.

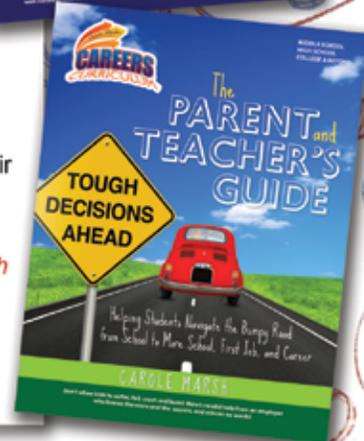
"Fascinating and quite a lot of material covered. Anyone can benefit from this double-whammy of info book!"



The Parent and Teacher's Guide: Helping Students Navigate the Bumpy Road from School to More School, First Job, and Career

Filled with candid help from someone who has traveled the bumpy road of "non-readiness" from school to job to career, this book boasts timely and honest information that will help kids get ready for the real world of work. The wealth of ideas available to parents and teachers in this book will help them to navigate their student's journey ahead!

"Marsh has a keen sense of devotion to every type of student truly seeking a path to success. This book is worth the price for the compassion and humor, explanation of 'Rigor vs. Rigor Mortis,' and 'Why Study These Subjects' section. She's clearly 'been there, done that,' and achieved great success despite many obstacles!"



PLEASE CONTINUE TO VISIT OUR WEBSITE FOR MORE K-12 PRODUCTS IN PRINT & ONLINE FORMATS, INCLUDING:

- INDIVIDUAL CAREER MANUAL
- SCHOOL INFORMATION SHEETS
- COMPANY PROFILE SHEETS
- MAP OF OPPORTUNITIES
- ESSENTIAL SKILLS PASSPORT BOOK
- ... AND MUCH MORE!!

FOR MIDDLE SCHOOL, HIGH SCHOOL, COLLEGE AND BEYOND!

ARE YOU READY FOR WHAT COMES NEXT?

The truth is that virtually no high school student, college grad, or newly-hired employee is ready for their future. Who says?



Employers, who are often appalled at the lack of basic essential skills of hopeful job candidates



Secondary educational schools of all types, that are dismayed that so many students have to start their futures with remedial classes



Educators, who in spite of their efforts, know their students are neither ready for the real world of work, nor the rigor of additional education or training



Parents, who have a fearful assumption that their children have little readiness to pick a successful future career path

It doesn't have to be this way!

While my Careers Curriculum can't cure everything, it can offer you a candid glimpse into:

Job Tracks: 60* Great Careers—and How to Get from Where You Are...to Where You Want to Go!

*Real job success stories from 21st century career pathways!

Would You Hire This Person?: A Look at Getting Hired (or Not!)...from the Point of View of Your (Possible!) Future Employer

Examples of job interviews that show what employers really expect and think!

Essential Skills for the Real World of Work: Things Every Student Must Know!

The absolutely essential skills you need to even have a chance to get a job and keep one...no kidding!

The Parent and Teacher's Guide to Helping Students Navigate the Bumpy Road from School to More School, First Job, and Career

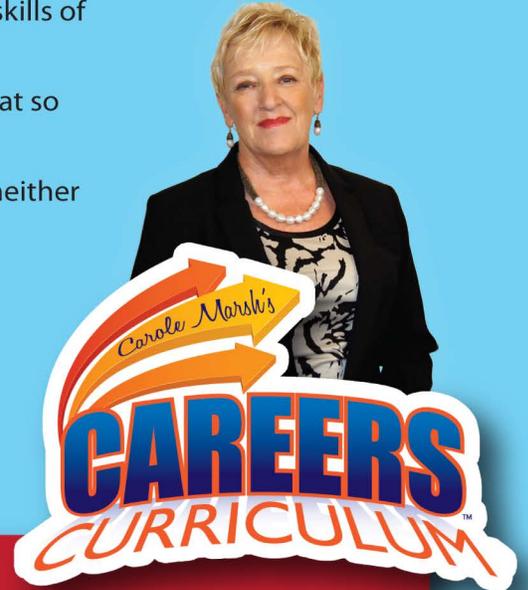
How parents, teachers, and others can help students avoid floundering in all these areas, making false assumptions, assuming unnecessary debt, and failing to successfully launch into their future.

WORK WORDS: Job/Business/Career Words and Terms You Need to Know!

The actual real-world work words and terms you need to know before you get a job!

Business Ethics and Etiquette for Students—You MUST Know These!

The everyday ethics and etiquette of the real work world you need to know about.



"These books reverse the trend of scaring kids into believing that jobs aren't available, or that a four-year college degree is a must, or that there is nothing new and exciting under the work world sun. But here are jobs that sound like fun, lead to highly desirable careers, are truly obtainable, and while hard (as jobs can be), are just plain cool! Surely we want students to be excited about their futures and the difference they can make, while making a very good life for themselves."—James Barnard

GALLOPADE
www.careerscurriculum.com
www.gallopade.com