**Why Should We Hire You?**

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**Please Note:** One activity is required per month for each WBL release period. You may ***only*** use this assignment if you are released for multiple WBL periods. You must first complete an assignment related to the skill area of the month (Attitude/Respect, Business Communications, etc.). Each chapter of the book serves as a separate assignment. You will find twelve separate activities in this document. Assignments will need to be saved with the correct title/number and make sure you identify which month the assignment is to be credited to.

**CH 5 Every Day is an Interview (Assignment # 8)**

**LEARNING TARGET:** Understand it is important to always do your best and perform as professionally as possible because someone is always watching you. Consider every day an interview.

**CRITERIA FOR SUCCESS:** Complete the cloze activity and questions individually or with a partner.

1. “The only way to have options is to go out and \_\_\_\_\_\_\_\_\_\_\_ them, even if you’re happy in your current \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

2. “Marketing yourself not only keeps you \_\_\_\_\_\_\_\_\_\_\_\_\_, but aware of the \_\_\_\_\_\_\_\_\_\_\_\_\_ your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and abilities have in the workplace.

3. Why would you interview for a job if you think you are going to turn it down?

4. Define “Turnabout”

5. What are the best companies looking to hire? The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. “If you are ever asked to give a presentation as part of the interview process, the subject matter of the presentation should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

7. It is important to remember people’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and write \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ notes.

8. “I have been successful interviewing and in business for one major reason: I don’t think \_\_\_\_\_\_ am better than anyone else, and I don’t think \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_else is better than me. I approach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_...

9. “It’s important to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in and respect the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ team that you work for, not just the hiring manager.”

10. “Life is too \_\_\_\_\_\_\_\_\_\_\_ to work for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_people.”

11. “There are plenty of organizations that \_\_\_\_\_\_\_\_\_\_\_\_\_ hard \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

12. It’s better to h\_\_\_\_\_\_\_\_\_\_ yourself, play their g\_\_\_\_\_\_\_\_\_ and w\_\_\_\_\_\_\_\_\_\_ the position

13. “Always play to \_\_\_\_\_\_\_\_\_ the goal of having the \_\_\_\_\_\_\_\_\_\_\_ decision in your hands.”

14. “Everyone knows it is \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_ a job while you\_\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

15. “Every day is an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I feel that every day I come to work here I have to \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_to you (my boss) why you should continue to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_me.”

16. “…but at the same time every day that I come to work, \_\_\_\_\_\_\_\_\_\_\_ (my boss) have an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_me why I should continue to work here.”

17. Define “complacent”

18. How often is management watching your performance? “You are \_\_\_\_\_\_\_\_\_\_\_\_\_\_interviewing for your \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

19. Always give \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

20. Why should you treat every day like an interview? “…you never know \_\_\_\_\_\_\_\_\_\_\_ an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is going to present itself based on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yourself in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ situation.”

21. “Be aware of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ things that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may be observing which can affect the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

PROJECT:

Select a company in your chosen profession in which you aspire to be employed. After researching the company, create a power point presentation and present it to your class. Your presentation should convince others that it is a premier company to work for and why you are the perfect fit for their organization.