**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.

**Chapter 3: *Who’s interviewing who? (Assignments # 4 & 5)***

**LEARNING TARGETS:**

Understand that your appearance, behavior, actions and use of the professional credibility binder are as important as your answers in an interview. You are always interviewing.

Realize it is just as important for you to interview the interviewer to make sure it is a company for which you would want to work.

CRITERIA FOR SUCCESS:

**Complete CLOZE** activity individually or with a partner.

1. Don’t forget to have your \_\_\_\_\_\_ handy to confirm your \_\_\_\_\_\_\_ for their available dates.
2. They are looking to see how well you \_\_\_\_\_\_ and \_\_\_\_\_\_\_\_.
3. You are always \_\_\_\_\_\_\_\_\_\_.
4. I suggest arriving \_\_\_\_\_ minutes early.
5. Interviews typically start with an overview of your \_\_\_\_\_\_\_\_.
6. I never bring up my college \_\_\_\_\_ because it is not particularly impressive.
7. Place everything in your binder in \_\_\_\_\_\_\_\_\_ order with your \_\_\_\_\_\_\_, from beginning of your career to the \_\_\_\_\_\_\_.
8. Spend a good amount of \_\_\_\_\_\_ putting together a slick marketing portfolio of your career.
9. Do you feel you would be a \_\_\_\_\_ candidate for this\_\_\_\_\_\_?
10. Once you have completed the \_\_\_\_\_\_\_ of your \_\_\_\_\_\_\_\_ pause to allow the person \_\_\_\_\_\_\_ you the opportunity to take back control of the \_\_\_\_\_\_\_\_.
11. I use a \_\_\_\_\_\_\_\_ I learned called “\_\_\_\_\_”, which stands for \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_.
12. Asking genuine compelling \_\_\_\_\_\_ can plant a \_\_\_\_\_\_ in interviewers minds that they must \_\_\_\_\_\_ their company should be your employer of choice.
13. Proactively \_\_\_\_\_ the interviewer through your \_\_\_\_\_.
14. Develop a professional \_\_\_\_\_\_\_\_ binder, packed with \_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, etc.
15. The following questions I like to ask: do you \_\_\_\_\_\_\_ I would be a \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ for this position.
16. \_\_\_\_\_\_\_\_\_ your credibility \_\_\_\_\_\_\_ into your answers.
17. Have \_\_\_\_\_\_\_ questions for them.
18. What do you think is the most important thing in an interview?
19. Follow up in \_\_\_\_\_\_\_.
20. Ask for their \_\_\_\_\_\_ \_\_\_\_\_\_\_ or \_\_\_\_\_\_\_ information so you can follow up with them.

PROJECT:

1. Make a list of questions that you will ask potential employers. You should ask tasteful questions that allow the person to speak openly as well as provide you with the information that you need to decide if this company is a good fit for you.