**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 2: Interviewing is a contact sport (Assignment # 3)**

LEARNING TARGET: Understand the value of networking -building and maintaining contacts- as a means to “getting in the door” for an interview.

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

1. “Gaining the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to present \_\_\_\_\_\_\_\_\_\_ you are the best \_\_\_\_\_\_\_\_\_\_ for the position can be one of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ aspects of obtaining \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employment.”
2. “If your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does not have one of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the position calls for, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your application from moving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
3. “In a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ economic climate, you must use every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ manager. This may include using your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contacts to put you in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ chair.”
4. “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ underestimate the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your personal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to produce new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
5. “But in the day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ applications it is much more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to stand out.” That is why using your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is so important.”
6. Define “disingenuous”:
7. “Not only can people you meet help you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ goals, but you may be able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ them as well. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ door swings both ways.”
8. “…Look for ways to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and stand out…”
9. “Don’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ yourself to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you already \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Keep in mind that every one you come in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with can become a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your network.”
10. Define “acumen”:
11. Define “cultivate”:
12. “Granted, you don’t have to time to stay in touch with everyone you meet and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every relationship, so be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about which relationships you choose to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your time in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
13. “…the company had forgotten to do one thing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ me on why I should go back to work for them.”
14. “A great \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ offer doesn’t always mean that it’s the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ job for you.”
15. “The best form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the contact that gets you in the door, is the be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you can be and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the best of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
16. “Their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and they are definitely a part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

PROJECT:

1. Every person that you meet is someone who can potentially be put in your network for future assistance. Think of people that you have met that can possibly help you in your chosen profession. These contacts can be business owners, family members, neighbors, etc. List these contacts and how each could possible help you reach your career goals. Don’t forget to think of ways that you can be helpful to them and have the courage to ask for help.