

Prepare to interview someone for a position under your charge.

Student Name: _____ Date: _____

Directions:

You are an assistant editor for a large city newspaper. You have asked and been granted permission to hire an assistant to help with preparation of the paper’s classified advertising (this is the area for which you are responsible). Prepare for the interview for this position.

1. Write a short job description for what this person would do as your assistant (call customers, price advertising, enter and edit text, etc.).
2. Make a list of the characteristics you want in an ideal candidate (skillful, courteous on telephone, computer knowledgeable, responsible, prompt, cooperative, etc.).
3. From your list of ideal characteristics, write five questions that you could ask in an interview to help determine the best candidate.
4. Write key responses or ideas that you will be listening for with each question.

Submit: Job description, characteristics of ideal candidate, interview questions, key ideas.

Estimated Hours: .5

Suggestions:

1. Look at advertisements in the paper.
2. Search the Internet for job descriptions.
3. Call your local paper and ask the person in charge of the classified section.



Related Standard:

Workplace Skills, Standard 5: Have a plan for succeeding in life.
E. Possess effective interviewing skills.

Grading Criteria:

Job description is clear and complete.	5	4	3	2	1
List of characteristics of ideal candidate is clear and complete.	5	4	3	2	1
Interview questions are clear and meaningful for the position.	5	4	3	2	1
Key ideas show thought/insight.	5	4	3	2	1
Work shows care (few errors, neat and orderly).	5	4	3	2	1