

## Basics of Employment Questions

1. Who in your family has worked before?
2. Who in your family is able to work in the United States?
3. Who is responsible for you and your family members finding a job?
4. Once you have a job in the United States, why is it important for you to keep that job?
5. What rights do workers in the United States have?

# Preparing for an Interview Handout

The following are things you should remember when you are preparing for an interview.



*Dress neatly.*



*Place your hands in your lap.*



*Show interest in the position.*



*Shower and be well groomed.*



*Smile, shake hands, and make eye contact.*



*Wear close-toed shoes.*



*Comb your hair and groom your beard.*

## Suggested Interview Questions

Tell me about yourself.

Why do you want to work here?

What are your goals?

Where have you worked before?

What did you do well in your last job? What are your strengths?

What don't you do well? What are your weaknesses?

Do you prefer to work on a team or by yourself?

What do you do when you have problems with your co-workers?

Do you have a way to get to work on time every day?

Do you have any questions for me?

# Employment Unit Vocabulary Worksheet 1

Directions: Match the words on the left to the pictures on the right. The first one is done for you.

## Words

application

bills

pay

newspaper

online

interview

shake hands










make eye contact

## Pictures



## Employment Unit Vocabulary Worksheet 2

Directions: Yamina is looking for a job. Read the steps she went through to find a job. Then put them in order by writing the number in the blank. One is the first thing she does. Nine is the last thing she does. The first one is done for you.

|   |   |   |
|---|---|---|
| <br><input data-bbox="337 577 474 648" type="text"/><br>She asks about the job's <b>health insurance</b> .   | <br><input data-bbox="743 577 880 648" type="text"/><br>Yamina starts her first day as an <b>employee</b> .      | <br><input data-bbox="1149 577 1286 648" type="text"/><br>The job looks good so she completes an <b>application</b> and brings it to the employer. |
| <br><input data-bbox="337 1056 474 1127" type="text" value="1"/><br>Yamina is <b>networking</b> by calling a friend who saw a job for Yamina in the newspaper.                                | <br><input data-bbox="743 1056 880 1127" type="text"/><br>She goes to an <b>interview</b> and gets a job offer. | <br><input data-bbox="1149 1056 1286 1127" type="text"/><br>Yamina accepts the <b>job</b> .   |
| <br><input data-bbox="337 1556 474 1627" type="text"/><br>They call her to set up an <b>interview</b> . After the call, she learns more about the <b>employer</b> and the <b>job</b> online. | <br><input data-bbox="743 1556 880 1627" type="text"/><br>Yamina asks about the <b>dress code</b> .            | <br><input data-bbox="1149 1556 1286 1627" type="text"/><br>Yamina looks in the newspaper and finds the ad that says <b>"Now Hiring."</b>        |