

Site: Facilitator: Class: Date: **01. CREATE YOUR ANSWER – UNDERSTAND THE POSITION STUDY GUIDE**

Answer each question below, and use the information to create your own interview response.

You may be asked to give your Hard & Soft skills to create this customized answer.

A “Hard Skill” is a specific ability you possess that is easy to measure or quantify such as “I can fluently speak Spanish”

A “Soft Skill” is a personality trait that is not easily measurable, such as, “I am very organized.”

List the name of the company:

List the title of the position:

List your hard skills and soft skills that could be most useful for this position.

Hard Skills: _____ Soft Skills: _____

Hard Skills: _____ Soft Skills: _____

Hard Skills: _____ Soft Skills: _____

Create Your Response:

“I understand that _____ (insert company name from Answer 1)
is growing quickly and the _____ (insert position from Answer 2)
is an important part of your team. You’re looking for someone who can _____
(insert a hard skill or soft skill from Answer 3).”

02. CREATE YOUR ANSWER – SKILLS & EXPERIENCE STUDY GUIDE

Answer each question below, and use the information to create your own interview response.

You may be asked to give your Hard & Soft skills to create this customized answer.

A “Hard Skill” is a specific ability you possess that is easy to measure or quantify such as “I can fluently speak Spanish”

A “Soft Skill” is a personality trait that is not easily measurable, such as, “I am very organized.”

List a previous or current job or activity that demonstrates your qualities necessary for this position:

List your hard skills and soft skills that could be most useful for this position.

Hard Skills: _____ Soft Skills: _____

Hard Skills: _____ Soft Skills: _____

Hard Skills: _____ Soft Skills: _____

Create Your Response:

From my experience with _____ (insert job or activity from Answer 1),
I developed my skills in _____ (insert skills from Answer 2),

which I know will be helpful in this position.

03. CREATE YOUR ANSWER – SHARED VALUES STUDY GUIDE

Answer each question below, and use the information to create your own interview response.

List one of the company's core values:

List a personal qualification you have that applies to this position:

Create Your Response:

I like that your company is committed to _____ (insert company value from Answer 1), which is important to me, as well. If hired here, I would always demonstrate _____ (insert personal value from Answer 2).

04. CREATE YOUR ANSWER – BENEFIT THE COMPANY STUDY GUIDE

Answer each question below, and use the information to create your own interview response.

You may be asked to give your Hard & Soft skills to create this customized answer.

A "Hard Skill" is a specific ability you possess that is easy to measure or quantify such as "I can fluently speak Spanish"

A "Soft Skill" is a personality trait that is not easily measurable, such as, "I am very organized."

List your hard skills and soft skills that could be most useful for this position.

Hard Skills: _____ Soft Skills: _____

Hard Skills: _____ Soft Skills: _____

Hard Skills: _____ Soft Skills: _____

List an activity you feel gives you the experience needed to be a benefit to this organization:

Create Your Response:

I believe you should hire me because my skills in _____ (insert hard or soft skill from Answer 1) and my experience with _____ (insert activity from Answer 2) have prepared me to be a perfect fit for this position. I would be able to hit the ground running and contribute to the team quickly.

Compared to what you knew before, how much did you learn from this lesson? (Rate 1–3)

☐ (1) Learned nothing or almost nothing new

☐ (2) Learned some new things

☐ (3) Learned many new things

Do you think this lesson would be helpful for other people to watch?

☐ Yes

☐ Sort of

☐ No

What can you do to apply what you learned from this lesson in your own life?

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