

Corcoran High School
2018-2019 Senior Exit Interviews



Learn how to be a successful candidate for future employment interviewing opportunities.

Land the job you deserve!

2018-2019 Corcoran High School

Senior Exit Interviews

Welcome to your senior year at Corcoran High School. Senior Exit Interviews will prepare you to create an informational packet to present to an employer and interview successfully in order to obtain an employment position following high school and/or college. You will also be reflecting upon the CHS Student Learning Outcomes and how they have prepared you to build your path to your College and Career goals.

Steps to your Senior Exit Interviews:

- ✿ Complete packet assigned to you
- ✿ Receive letter of scheduled interview
- ✿ Interview at appointed date and time

You will submit a complete packet to the interviewer consisting of:

Cover letter

Resume

Application

2 letters of recommendation

- ✿ Receive a letter of hire or non-hire

A letter stating “you would have been hired” is passing

A letter stating “you would not have been hired” means there is information missing or your interview needs to be repeated

Passing the Senior Exit Interview is a requirement to participate in the graduation ceremony.






Student Learning Outcomes

- ❗ As a Corcoran High School Panther who is an effective COLLABORATOR, I will work with my team as a leader and a listener. I can successfully fill the following collaborative roles: Informer, Discoverer, Interpreter, Analyzer, Problem Solver, Regulator, Reflector, Constructor of Arguments, and Creator.
- ❗ As a Corcoran High School panther who is an effective CRITICAL THINKER, I will understand, pose and solve complex problems through depth of understanding, discovery, interpretation and analysis. I will demonstrate the ability to reason and construct logical arguments all while self-regulating and reflecting.
- ❗ As a Corcoran High School panther who is an effective COMMUNICATOR, I will engage in academic discourses using formal language in order to appropriately communicate in diverse environments. I will use 21st century tools and know when it is appropriate to listen. I will be confident in sharing thoughts, questions, ideas, and solutions.
- ❗ As a Corcoran High School panther who is an effective CREATOR, I will generate new ideas that I will have the courage to explore and develop, and I will be open to constructive criticism. I will refine my ideas that will innovate high quality products.
- ❗ As a Corcoran High School panther who is an effective LEADER I will promote and abide by the five to thrive: Safety, Acceptance, Recognition, Justice and Fun
- ❗ As a Corcoran High School panther who is planning for success, I will be able to articulate my COLLEGE AND CAREER GOALS by building my path to college and/or my path to my career interest.






CORCORAN HIGH SCHOOL

Questions about these very important topics will be asked during your interview.

CHS Core Beliefs

- R  **Respect** – Respect for everyone at all times
- A  **Aspire** – Students are the focus
- I  **Inspire** – Every student will have an advocate
- S  **Serve** – Stakeholders are a key part of the process
- E  **Expect** – Every Corcoran student can & will learn

Five to Thrive

-  Be safe
-  Be accepted
-  Be recognized
-  Be treated justly
-  Have fun

CHS Mission

At Corcoran High School, we work to develop the mind, character, and physical wellbeing of our students through an environment of academic excellence and responsibility.

Questions about these very important topics will be asked during your interview.

Cover Letter

A cover letter is used to:

- Introduce you and your resume to a prospective employer.
- Express your interest in a specific job with a specific company.
- Answer an advertisement by sending a resume through email or postal mail.

Tips for writing an effective cover letter:

- Always address to a specific person by name and title when possible.
- State position you are seeking and explain why you are the best person for the job.
- Keep it to one neatly typed page. Do not send copies, originals only.
- Be employer specific, mentioning something unique for each job.
- Proofread, Proofread, and proofread to prevent any grammatical errors.

Sample Cover Letter

Your present street address
City, State, Zip Code
Contact number including area code

Current Date in this format (January 01, 2018)

Mr. John Academic
College High School
Address
City, State, Zip Code

Dear Mr. Academic

I'm writing in response to your advertisement in the College Journal for an Assistant English teacher at Honor Roll High School.

I have a Bachelor's degree in English and experience in tutoring and lesson planning in a variety of subjects. I would appreciate the opportunity to expand the details of my skills and qualifications that will set me apart from the other candidates.

A resume of my qualifications and professional recommendations are enclosed. Please consider scheduling an interview so that I may discuss them with you.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your Name

How to Prepare an Effective Resume

1. **Resume Essentials** Do a self-assessment on the resume worksheet attached. This will make it easier to prepare a thorough resume.

Design These tips will make your resume easier to read and more appealing to potential employers

- Use 8 ½ x 11 inch white or off-white paper.
- Keep it short. One to two pages, one sided each.
- Use font of 12 to 14 points in black ink.
- Use a paper clip if necessary.
- Do not fold or staple. If you must mail it, put it in a large envelope.

2. **The content of your resume**

Contact Information All your contact information should go at the top of your resume

- Name, address, phone number, professional email address
- Avoid nicknames and “cute” email addresses.
- Use a permanent address and phone number where you can easily be reached.

Objective Tells potential employers the type of work you are seeking.

- Be specific about the job you want. **Example:** To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor your objective to each employer of which employment you seek.

Skills/Experience

- List all skills and experience you have obtained through education and experience; beginning with any related to the position you are applying for.

Employment History List all employment history with the most present first.

- Title at current or most recent position
- Brief description of duties performed including any special skills and achievements
- Name and contact information of supervisor or Human Resources Department
- Dates of employment

Education List all educational information beginning with the most recent first.

- Educational Institution and location
- List accomplishments (degree, certificate, major/minor)
- Mention academic honors if applicable

Resume Worksheet

Name _____
Address _____
Phone _____
Email _____

Objective _____

Skill/Experience _____

Skill/Experience _____

Skill/Experience _____

Skill/Experience _____

(May add more if applicable)

Employment History

Title _____

Duties _____

Name and contact information of supervisor or Human Resources department

Dates of employment _____

Title _____

Duties _____

Name and contact information of supervisor or Human Resources department

Dates of employment _____

Title _____

Duties _____

Name and contact information of supervisor or Human Resources department

Dates of employment _____

Education

Educational institute and location _____

Accomplishments (degree, certificate, major/minor) _____

Academic honors (optional) _____

Educational institute and location _____

Accomplishments (degree, certificate, major/minor) _____

Academic honors (optional) _____

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How to Fill Out a Winning Job Application

- Read and follow all instructions carefully.
- Keep the application spotless. Be sure your answers are legible; type if possible, or print neatly using black ink. If you make a mistake, use one line to cross out and initial. Do not scribble anything out.
- Fill in all the spaces. If it does not apply to you, write “N/A” or not applicable. Be honest.
- When filling in the “Position Applied For” section, be specific. Do not respond with the word “Anything”.
- When asked for salary desired, find out the salary range for the job by asking the receptionist, reading the job description, or researching other sources.
- Social Security number on application is optional. You may use “available upon hire”.
- List, in order, the schools you have attended, beginning with the most recent. Include job-related training and certificates or diplomas earned.
- List, in order, previous employment, beginning with the most recent.
- When describing work experience or skills, emphasize duties that are the same or similar to the job you are applying for.
- Use volunteer work as work experience when it shows you have skills or interests that relate to the job you are seeking.
- Select three people for references who have known you for at least one year and who know your skills.
- Proofread. Misspelled words are fatal; have someone else proofread the application if at all possible.
- Attach a copy of your resume and reference letter(s) unless specifically instructed not to.
- Sign the application.
- Meet the application deadline.

First Impressions

As soon as you ask for a job application, you are being evaluated by your possible future employer.

Your appearance both in person and on paper represents what type of worker you might be. In the employer's mind, they are taking a chance on a stranger and need to make every effort to ensure that they are choosing someone who will help, not hurt, their business.

Below are some tips which will assist you in leaving a positive impression on the employer.

Tip:

Wear clothing that is professional and reflects either the uniform being worn or the type of dress by other employees.

Employer's reaction:

"I could see that person working here. They look like the rest of the employees."

Tip:

Smile and be friendly when you ask for an application; and when you turn it in.

Employer's reaction:

"Who was that pleasant person? Did they take an application? I hope they follow through on it."

Tip:

Choose your words wisely. "You don't have any applications do you?" could leave you with a "No" answer. "I'd like an application for the receptionist's position" is straightforward and much more assertive.

Employer's reaction:

"Great communication. They even know the name of the position we have open."

Tip:

Fill out the application and return it as soon as possible.

Employer's reaction:

"That was fast. They were only in here an hour ago."

Tip:

Type or print neatly in blue or black ink. Fill in every blank or N/A when a question does not apply to you. Make sure your spelling is accurate. Answer each question correctly. Be honest.

Employer's reaction:

"If they are as neat with their work as they are on the application, they would make a good employee."

Tip:

When returning your application, attach a resume and at least one letter of recommendation.

Employer's reaction:

"Impressive. This person is prepared and has a good letter of recommendation. We should call them for an interview."

Application for Employment

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Email _____

Are you a U.S. Citizen? () Yes () No Have you ever been convicted of a felony? () Yes () No

If selected for employment are you willing to submit to a pre-employment drug screening test? () Yes () No

EDUCATION

	<u>School Name</u>	<u>Location</u>	<u>Years Attended</u>	<u>Degree Received</u>	<u>Major</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____

Other training, certifications, or licenses held: _____

EMPLOYMENT HISTORY

Employer _____ Phone _____

Dates Employed Start _____ End _____ Pay Rate \$ _____ May we contact them? () yes () No

Address _____ City _____ State _____ Zip _____

Position _____ Duties _____

Supervisor's Name and Title _____ Reason for Leaving _____

Employer _____ Phone _____

Dates Employed Start _____ End _____ Pay Rate \$ _____ May we contact them? () yes () No

Address _____ City _____ State _____ Zip _____

Position _____ Duties _____

Supervisor's Name and Title _____ Reason for Leaving _____

REFERENCES

Name _____ Occupation _____ Phone _____

Name _____ Occupation _____ Phone _____

ACKNOWLEDGE AND AUTHORIZATION

() I certify that all answers given herein are true and complete to the best of my knowledge.

() I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

() In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

Signature of Applicant _____ Date _____

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Letter of Recommendation Request Form

Dear: _____

I would appreciate your consideration in writing a letter of recommendation for me.

If you agree, I would need this letter completed by _____

The following would be helpful when you write this letter:

1. Please write on company letterhead or use a company stamp if possible. If these items are not available to you, please be sure to include the following information:

- a. company name, address, city, state, and zip code
- b. company phone number

2. Please type the letter. If you do not have time to do so, please give me a handwritten copy and I will type it.

3. Please date the letter.

4. Please include the dates I have known or worked for you.

5. Please include the capacity in which you have known me; student, employee, coworker...

6. Please include your complete name and title in your signature.

7. Please sign the letter.

8. As you write the letter, the following information may be helpful to you:

✿ The classes I am taking: _____

✿ Skills: _____

✿ Personal qualities: _____

✿ 4. Future plans and goals: _____

Thank you for your assistance and consideration.

Sincerely,

This page left blank intentionally.

Letter of Recommendation Request Form

Dear: _____

I would appreciate your consideration in writing a letter of recommendation for me.

If you agree, I would need this letter completed by _____

The following would be helpful when you write this letter:

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- a. company name, address, city, state, and zip code
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2. Please type the letter. If you do not have time to do so, please give me a handwritten copy and I will type it.

3. Please date the letter.

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✿ Personal qualities: _____

✿ Future plans and goals: _____

Thank you for your assistance and consideration.

Sincerely,

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School Skills

vs

Job Skills

Attendance *******Attendance**
Responsibly present every day. *Responsibly present every day.*

Punctuality*******Punctuality**
Report promptly at scheduled time. *Report promptly at scheduled time.*

Teamwork/Collaboration *******Teamwork/Collaboration**
Work with others as a leader and a listener. *Work with others as a leader and a listener.*

Communication *******Communication**
Ability to confidently engage in speaking and listening in diverse environments. *Ability to confidently engage in speaking and listening in diverse environments*

Competence *******Competence**
Proficiency in reading writing, and computation. *Proficiency in reading, writing, and computation.*

Critical Thinking*******Critical Thinking**
Ability to understand and solve complex problems. *Ability to understand and solve complex problems.*

Time Management *******Time Management**
Set goals, prioritize, and be organized. *Set goals, prioritize, and be organized.*

Leadership *******Leadership**
Motivate others toward goals. *Motivate others toward goals.*

Ethics*******Ethics**
Have integrity. Always do the right thing. *Have integrity. Always do the right thing.*

Creativity*******Creativity**
Generate new ideas that will innovate high quality products. *Generate new ideas that will innovate high quality products.*

Job Interview Tips

Being well prepared for an interview gives you the opportunity to showcase your qualifications to an employer. The following information provides some helpful hints.

Preparation

- Have a specific position in mind and research qualifications.
- Be prepared to explain your qualifications for the position.
- Be prepared to answer broad questions about yourself.
- Review and update your resume if necessary.
- Practice an interview with a friend or relative.
- Arrive at least 10-15 minutes before scheduled time of your interview.

Personal Appearance

- Be well groomed.
- Dress appropriately and professional.
- Do not chew gum.

The Interview

- Try to relax but professional.
- Greet your interviewer by name if known and firmly shake their hand.
- Use proper English. Avoid slang.
- Answer each question concisely and promptly.
- Use good manners.
- Use body language to show interest and enthusiasm.
- Ask questions about the position and/or the organization that you may not have found during your previous research.
- Thank the interviewer and shake their hand when you leave.

Test (if the employer gives one)

- Listen closely to instructions.
- Read each question carefully.
- Answer all questions and write legibly and clearly.
- Budget your time wisely and do not dwell on one question.

Information to bring to an interview

- Cover letter
- Resume
- Application
- Two letters of recommendation
- Social Security card or proof of eligibility to obtain employment in the event you are hired on the spot (not necessary to bring to senior interview)
- Picture identification; CA Driver's license or ID in the event you are hired on the spot (not necessary to bring to senior interview)

Practice Job Interview Questions

Practice interviewing with class mates and have them complete the evaluation.

Student Name: _____ Date: _____

1. What three words would an employer or teacher use to describe you and why?

2. What do you appreciate most about your education at Corcoran High School?

3. What advice would you give to an incoming 9th grader to help them become an effective communicator/COLLABORATOR?

4. Describe a difficult problem you had (social, academic, or work-related). How did you solve it?

5. As a CHS Panther who is an effective CREATOR, describe a project that exemplified your creativity.

6. According to CHS Student Learning Outcomes, how are you an effective LEADER?

7. As a CHS Panther planning for success, how have you prepared for your COLLEGE AND CAREER GOALS?

8. Please tell me the components of the FIVE to THRIVE. How have you applied these concepts during your time at CHS?

9. Do you think it is fair for a potential employer to evaluate you based on your social media posts? Explain.

10. Which SLO do you feel you still need to improve upon and why?

11. Do you have any questions for us?

Comments/Suggestions:

Interviewer Name: _____

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Some Reasons Why People Don't Get Hired

A big part of successfully interviewing is being careful not to commit some obvious errors. Avoid these mistakes and you are far more likely to find yourself in the finals for the job.

1. **Arriving late for the interview.** Nothing makes a worse impression. Leave early enough to compensate for any potential problems: flat tire, getting lost, slow trains, etc.
2. **Poor personal appearance or improper dress.** “You never get a second chance to create a good first impression”. The decision to consider you as a serious applicant is made in the very first few minutes of the interview. Dress professional and appropriate for the position. Show confidence with good posture, proper English, and maintaining eye contact. Refrain from smoking immediately before entering interview.
3. **Chewing gum.** Gum is totally inappropriate in an interview.
4. **Lack of preparation and research.** Have all requested materials prepared and research the company and role. Tailor your application specifically to the position for which you are applying.
5. **Negatively admitting a flaw.** Some interviewers will ask, “What are your weaknesses?” Answer the question by stating a positive weakness. For example, “I sometimes get so involved in a project that I forget to schedule personal time to rest and regenerate.”
6. **Not knowing your strengths.** Know your strengths and be prepared to explain without hesitation and in enough detail to satisfy the interviewer.
7. **Asking too many questions.** While it is a good idea to ask a few questions to show interest and gain clarification of the position and/or business, you do not want to dominate the entire interview and put the interviewers on the defensive?
8. **Excessive interest in money.** Complete the interview without discussing the details of the salary you are expecting. Research the average salary for the position beforehand. There will be time to negotiate salary upon offer of employment.
9. **Negative comments about former jobs and/or supervisors.** Discussing the negative aspects of a former job or supervisor creates an impression that you are a difficult employee to work with and may cause negativity in their company.
10. **Lack of enthusiasm.** Be visibly enthusiastic about the possibility of gaining a position with the company. Be warm and personable in order to make a connection with the interviewer.

Senior Exit Interview 2017-2018 Planner and Checklist

Check off as you complete each task.

1. **Student Learning Outcomes & Core Beliefs review - Study** _____
2. **Cover letter** _____
A well-written cover letter is required as the *first* sheet of the packet to be presented to the interviewers at the time of your interview.
3. **Resume worksheet** _____
Worksheet to be completed in preparation of a final draft resume to be presented to interviewers.
4. **Resume** _____
This will be the *second* sheet of the packet to be presented to the interviewers at the time of your interview.
5. **Job application** _____
This will be the *third* sheet of the packet to be presented to the interviewers at the time of your interview. Be sure to complete accurately and sign.
6. **Two letters of recommendation.** _____
These will be the *fourth and fifth* sheets of the packet to be presented to the interviewers at the time of your interview.
7. **“Job Skills vs. School Skills” & “Job Interview Tips” review.** _____
8. **“Frequently asked interview questions”.** _____
Practice interviewing with classmates and complete the evaluation.
9. **“Some Reasons People Don’t Get Hired” review.** _____
10. **Planner and checklist** _____
All tasks should be checked off and you are ready to be interviewed.

You should be prepared to present a complete packet of a cover letter, resume, application, and two letters of recommendation at your scheduled interview.