

INSTRUCTION FOR MENTOR**EMPLOYABILITY****4. Theme** Successful job interview**Exercise** “Employer’s wishes on characteristics for a good employee to have”**Adapted by:** *Social Innovation Fund, Lithuania***Based on:** *Jenny Rogers book "Successful job interview with a future employer".***Aim of the exercise**

- To help the mentee’s to prepare for the job interview by encouraging them to think about the characteristics of the employees’ that are valued by employers and the characteristics of the employees’ that are undesirable.

Description

Whatever the profession or speciality of the job seeker is - employers are always looking for employees with some certain positive characteristics and try to avoid persons, who possess some negative characteristics. In order to succeed in a job interview, job seeker will need to speak about or demonstrate the features, which employers appreciate and value. After mentees will make this exercise they will be aware of some certain employees’ characteristics that are valued by employers and the characteristics of the employees’ that are undesirable by employers.

Expected duration: 45 min.**Steps for performing the exercise:**

1. Mentor introduces the exercise to the mentees and explains the aim of the exercise.
2. Mentor explains how to perform an exercise and handles the handouts to the mentees.
3. Mentees perform an exercise individually.
4. Mentor explains the results of the exercise to the mentees: he/she explains which answers are correct or incorrect (which characteristics of the candidate are positive, and which are negative).
5. Each mentee comments her/his preferences.
6. Common discussion in the group is held on these questions:
 - What could you add to the given positive characteristics of employees that employers are always looking for during the job interview?
 - There is said that employers try to avoid persons, who possess some negative characteristics. What could you add to the given list?
 - In order to succeed in a job interview, you as a job seeker will need to speak about or demonstrate the features, which employers appreciate and value. In what way could you do that?

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HANDOUT FOR MENTEE

Task for mentee

Below there is a list of 20 characteristics and 10 of them are the ones, that employers value the most when looking for employees.

Please select these 10 characteristics by ticking the box.

Characteristic	Employers are looking for people who are able to:
Solve problems	
Delay in carrying out the tasks	
Give too many promises and too little result	
Groan and whimper	
Work as team leaders	
Says: "It's not my task to do it"	
Show initiative	
Avoid responsibility	
Perform tasks on time	
Fulfil task, as he/she promised to	
Comply with the rules, where it is necessary	
Criticize the customers	
Able to affect other people; to solve conflicts	
Focus on customers	
Ignore the rules, even if they are very important, for example, relating to health and safety issues	
Get easily offended	
Maintaining a positive and enthusiastic attitude, even when the situation is really difficult	
Adapt to new conditions	
Create problems	
Wait for someone to tell what to do	

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EXPLANATION OF THE RESULTS

Task for mentor

Below you will find explanation of the results: the table where 20 characteristics are spread into two sides of the table. The ones, that employers value the most when looking for employees (10) and the others - negative characteristics (10). From that table you can see which answers are **correct** and which are not. Please, explain the results to the mentees and the, please ask mentees to sum up their correct answers and organise the discussion in the group, according to these questions:

- What could you add to the given positive characteristics of employees that employers are always looking for during the job interview?
- There is said that employers try to avoid persons, who possess some negative characteristics. What could you add to the given list?
- In order to succeed in a job interview, you as a job seeker will need to speak about or demonstrate the features, which employers appreciate and value. In what way could you do that?

The correct answers:

Employers are looking for people who are able to:	Employers are reluctant to people who:
Solve problems	Create problems
Work as a team leaders	Avoid responsibility
Show initiative	Wait for someone to tell what to do
Perform tasks on time	Delay in carrying out the tasks
Fulfil task, as he/she promised to	Give too many promises and too little result
Comply with the rules, where it is necessary	Ignore the rules, even if they are very important, for example, relating to health and safety issues
Able to affect other people; to solve conflicts	Get easily offended
Focus on customers	Criticize the customers
Maintaining a positive and enthusiastic attitude, even when the situation is really difficult	Groan and whimper
Adapt to new conditions	Says: "It's not my task to do it"