

Applying For A Job: **Task Cards**



Learn How To:

*Recognize Signs For
Job Opportunities*

*Provide
Appropriate
Responses During
A Job Interview*

*Accept Job
Offers and Deal
With Those That
Don't Happen*



Life Skills Series

Applying For A Job: Task Cards

Copyright©2014 www.AutismEducators.com

Applying For A Job: *Suggested Uses & IEP Goals*

TRIM AND LAMINATE EACH TASK CARD BEFORE USING!

Here are some suggested uses for the **Applying For A Job Task Card** set.

1. Have student independently read, or have adult read the task card to the student. The student may mark the correct answer with a dry erase marker, or say or point to the answer choice.
2. Discuss possible options and best choices. Create a conversation to encourage independent responses. Review all 3 response choices and have students provide feedback.

IEP Goal Alignment:

Given real-life scenarios related to recognizing employment signs, interviewing, and accepting/declining/rejection of a job offer, STUDENT will independently choose the best solution or response to each given scenario and provide an explanation for their choice, in 4 out of 5 opportunities, by MONTH, YEAR.

Applying For A Job: *Recognizing Signs*



I want to apply for a job. I see a sign on the door. What will I do?

- (a) I will walk away.
- (b) I will open the door and walk inside.
- (c) I will knock on the door if it is locked. I will yell for someone to open it.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *Recognizing Signs*



I want to apply for a job. I see a sign on the door. What will I do?

- (a) I will look for a bell to ring.
- (b) I will open the door and walk inside.
- (c) I will bang on the door loudly until someone answers.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *Recognizing Signs*



I want to apply for a job. I see a sign on the door. What will I do?

- (a) I will walk away.
- (b) I will open the door and walk inside. The sign says that they are hiring for many positions.
- (c) I will come back on Saturday.

Applying For A Job: *Recognizing Signs*



I want to apply for a job. I see a sign above the door. What will I do?

- (a) I will go inside and ask for a job application.
- (b) I will ask if they are hiring cashiers.
- (c) I will try another store. This store is going out of business.

Applying For A Job: Recognizing Signs



I want to apply for a job. I see a sign on the door. What will I do?

- (a) I will wait here until they open.
- (b) I will write down the name of the store and the address and check back to see when they may open.
- (c) I will come back at 9:00 A.M.

Applying For A Job: Recognizing Signs



I want to apply for a job. I see a sign on the window. It is 8:30 A.M. on Tuesday. What will I do?

- (a) I will read the sign and wait until 9:00 A.M. Then, I will go inside.
- (b) I will look in the window to see if anyone is there.
- (c) I don't want to work here anyway. I'm leaving.

Applying For A Job: Recognizing Signs



I want to apply for a part-time job. I see a sign above the door. What will I do?

- (a) I will wait outside until someone calls me in.
- (b) I will walk inside to the Customer Service desk and ask if I may fill out an application.
- (c) I don't have any experience filling out an application so I will go home.

Applying For A Job: Recognizing Signs



I want to apply for a job as a cashier. I see a sign in the window.

- (a) I will go in and see if they will hire me to be a Technician. I'm not even sure what a Technician is.
- (b) I will leave and go to another place. I am not applying for a job as a Technician.
- (c) I'm tired so I will go home.

Applying For A Job: *Recognizing Signs*



I want to apply for an after school job. I see a sign in the window for a dog groomer. I like dogs. What will I do?

- (a) I will not apply because the sign is asking for experienced groomers. I do not know how to groom dogs.
- (b) I will apply for the job of dog walker. I like to walk dogs. I walk my dog all of the time.
- (c) I will not apply for the job. They probably wouldn't hire me anyway.

Applying For A Job: *Recognizing Signs*



I want to apply for a job as a stock clerk. There is a new toy store opening soon.

- (a) I will walk up to the door and see if they are taking applications. If they are, I will go to eat lunch first.
- (b) I will walk up to the door and see if they are taking applications now. If they are, I will fill one out.
- (c) I will come back when they have their Grand Opening.

Applying For A Job: Recognizing Signs



I would like to work in an office helping out filing papers and answering phones. I see a sign in the window, but I don't know what kind of job it is.

- a I will go and ask what kind of help they need. I will ask if it is part-time or full-time.
- b I will not go in because I don't know what kind of job it is.
- c I will call my friends and ask if they know what kind of job it is.

Applying For A Job: Recognizing Signs



I want to apply for a job to bag groceries. There is a sign for part-time help. What will I do?

- a I will not go into the store. I'm too shy to ask what jobs are available.
- b I will ask a customer if they know what jobs are available.
- c I will go into the store and ask for an application. I will tell the person what position I am applying for.

Applying For A Job: Recognizing Signs



I am walking down the street and see this sign on the door. It looks like a nice place to work. What will I do?

- a I will not go inside. I will not knock on the door. There is a "No Soliciting" sign on the door. That means I can't just walk in without an appointment.
- b I will open the door and ask if they have any jobs I can apply for.
- c I will tell them that they are rude because they will not let me walk in without an appointment.

Copyright©2014 www.AutismEducators.com

Applying For A Job: Recognizing Signs



I would like to earn some extra money for Christmas presents. I see this sign. What will I do?

- a I don't think that they will pay me enough money so I won't apply for a job.
- b I will go inside and ask what seasonal jobs are available. If it's a job that I would like to do, I will ask for an application.
- c I will not go inside because I don't want to get my hair cut.

Copyright©2014 www.AutismEducators.com

Applying For A Job: Recognizing Signs

**NOT HIRING
AT THIS TIME**

PLEASE COME BACK LATER



I want to get a job that is close to my home. The office building next door has a sign over the door. What will I do?

- (a) I will go inside and ask if I can fill out an application today.
- (b) I will not go inside. The sign above the door says that they are not hiring anyone. Since I live nearby, I will look again to see if the sign changes.
- (c) I will tell them that they aren't being fair since they won't let me apply for a job now.

Copyright©2014 www.AutismEducators.com

Applying For A Job: Recognizing Signs



I really like the food at this restaurant and I would love to work there. I can clean, wait tables, or be a host. What will I do?

- (a) I will ask if I can eat free burgers if I work there.
- (b) I will wait until they open and then I will ask for a job application.
- (c) I see a sign on the door that says that they are not hiring at this time. I will not ask for a job application.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *Recognizing Signs*



I would like to work either full or part-time over the summer. I see a sign on the door. What will I do?

- (a) I will go inside and ask if I can fill out an application today for either full or part-time. The sign says "inquire within".
- (b) I will not go inside. There is a phone number so I think they may want me to call first.
- (c) I will not leave until they tell me if I am hired. It's not fair if they tell me I have to wait a few days to find out if I got the job.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *Recognizing Signs*



I would like a job at Classy Clothes. They sell some really cool things to wear. I see a sign on the door. What will I do?

- (a) I will forget about it because I don't feel like applying online like the sign tells me to.
- (b) I will go inside and ask to fill out an application right now.
- (c) I will apply online at the website they have listed on the sign. They do not have paper applications.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Interview*

I have an interview for a stock clerk job at a new toy store that will be opening in a few weeks. When the lady interviewing me asks about my job experience, I will tell her this.



- (a) I will tell her that I have never worked as a stock clerk in a toy store before, but before we start the interview, I ask how much money I will get paid.
- (b) I will lie and tell her that I have worked in two other toy stores and that I was the best worker they ever had.
- (c) I will tell her that I have never worked as a stock clerk in a toy store before, but that I would like to learn and will be a hard worker.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Interview*

I saw a sign on the door that says they are hiring. I walk inside and ask for a job application. There are questions on there that I can't answer right now. I forgot to bring some important information, like my reference list. This is what I can do.



- (a) I can ask if I can take the application home with me to complete. If they say I can't do that, then I will go home and get the information I need. Then, I will go back to fill out the application.
- (b) I can just leave off the information I don't have the answers for.
- (c) I can tell them to call me when they think it's a good time for me to fill out the application.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Interview*

I am sitting in the waiting area and I will soon be called for my interview. When my name is called, a lady comes over and shakes my hand. What should I do?



- (a) I can tell her that I have a cold and don't want to shake her hand, even though I am not really sick.
- (b) I can shake her hand. I know that shaking hands is the way people may greet one another at a job.
- (c) I can tell the lady that I don't like shaking hands, and if I do, I will need to go wash my hands right away.

Applying For A Job: *The Interview*

I am all ready for my job interview for a sales clerk. I picked out my clothes carefully and wore appropriate shoes. When the man walks over to interview me, I see that he is wearing jeans and a tee shirt. What should I say?



- (a) I will ask the man why he is wearing jeans and a tee shirt to work.
- (b) I will tell the man that I don't believe that he is the boss. I don't think that the boss would wear jeans to work.
- (c) I will not say anything about what the man is wearing. It doesn't matter to me how he is dressed.

Applying For A Job: *The Interview*



My interview is in 10 minutes and I'm really hungry. I stopped to pick up some lunch. What will I do?

- (a) It might be a better idea to wait and get lunch after the interview. This way, I'll be sure that I'm ready for the interview.
- (b) I will eat my food quickly. I just spilled ketchup on my shirt. I tried to wipe it off, but it left a stain. I'll have to go to the interview with a messy shirt.
- (c) I'll eat while I'm waiting for the interview to begin. If I'm not finished in 10 minutes, then I'll just eat during my interview.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Interview*

I just finished my job interview and the man interviewing me offered me a job. He gave me an employment contract to sign. What will I do?



- (a) I will ask the man if I can read the contract before I sign it.
- (b) I will say that I don't want to sign a contract in case I want to look for another job.
- (c) I will just sign it without reading it. It doesn't matter what it says.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Interview*



I have an interview this afternoon. My mom told me that this is not appropriate to wear. What will I do?

- (a) I will tell my mom that she has no idea what she is talking about! This is the cutest dress I own!
- (b) I will ask my best friend if she likes this dress. If she does, then I will wear it.
- (c) I will change my clothes and wear something more appropriate. I have a knee length skirt and blouse I can wear instead.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Interview*

I am interviewing for a job as a bagger at our local grocery store. The manager at my interview asked me if I can work up to 15 hours per week. What will I say?



- (a) I will tell him that I need to check with my mom or dad.
- (b) I will tell him that I can work after school and on weekends. I may not be able to spend a lot of time with my friends, but this job is important to me.
- (c) I will tell him that I can't work on the weekends because I like to spend time with my friends.

Applying For A Job: *The Interview*

I just received a phone call to set up a time for an interview for the office job I applied for. Now, they want me to fill out some more forms before my interview. I have to go to their website and complete the forms online, but I don't have a computer. What will I do?



- (a) I will go to the local library, my school, or ask a friend if I can use their computer to fill out the application online.
- (b) I will tell the company that they have a lot of nerve asking me to fill out more forms online!
- (c) I will ask one of my friends to complete the form for me. I told them to guess if they don't know the answers to all of the questions.

Applying For A Job: *The Interview*

When I walked into the room for my interview, I saw rows of tables lined up. There were a lot of people applying for jobs. The lady interviewing me asked for my email address and said she would get back to me in a week or so. What will I do?



- (a) I will tell the lady that I really have to know before a week because I am planning a vacation.
- (b) I will assume that there's no way I'll get the job since so many people were applying.
- (c) I will do my very best at the interview and wait patiently for the email to see whether or not I got the job. I can still apply for another job while I wait.

Applying For A Job: *The Interview*

I had an interview set up for 1:15 P.M. today for a customer service position at Callie's Country Store. I was nervous and had a hard time looking at the person interviewing me. I just kept staring at her hands. What will I do?

- (a) I will go home and cry.
- (b) I will never go on another interview again. I was totally embarrassed.
- (c) I will thank the woman for the interview and tell her that I was a little nervous. She may be very understanding, even though I may not get the job for customer service.



Applying For A Job: *The Interview*

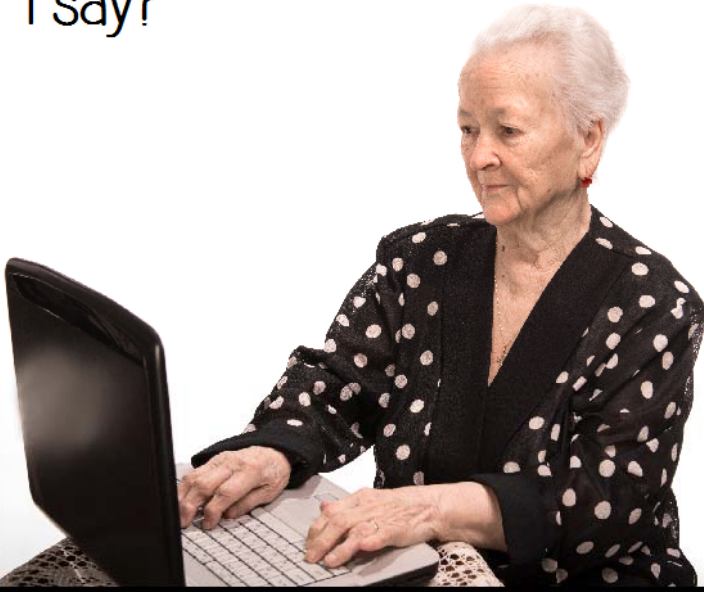
I was up all night rehearsing for this interview. If I get this job, then I will be able to get some experience working in a bank. The man asked questions that I hadn't practiced and my answers were not very detailed. He told me that I need more experience before he could ever hire me.

- (a) I will acknowledge that the man is right and that I do need more experience. I'll ask him if there are any other opportunities for me there to get some experience.
- (b) I'll just give up and work at the ice cream parlor.
- (c) I'll yell at the man and tell him he doesn't know what he's talking about.



Applying For A Job: *The Interview*

Today is my interview at Miller's Clothing Store. Mrs. Miller will be the one interviewing me. I had never seen her before and when I saw her, I couldn't believe how old she was! How can someone that old own a clothing store for teenagers? What will I say?



- a) I'll just cancel my interview right away. I'll tell them that I can't work for an old lady.
- b) I'll ask her how she can keep up with all of the fashions and all, since she's so old.
- c) I will introduce myself and do my best at the interview. I will not say anything about her age. I will keep my opinion to myself.

Applying For A Job: *The Interview*

My dad was able to get me a job interview with his company. I'm pretty excited about it. The person interviewing me is my dad's friend. I'm not sure if I should call him by his first name or not. What can I do?



- a) I will wait for my dad's friend to tell me what to call him. I just won't say his name until he tells me.
- b) Since he's my dad's friend, I can call him by his nickname.
- c) I know that he is my dad's friend, but this is a professional job interview. I will call him by his last name unless he tells me to call him by his first name.

Applying For A Job: *The Job Offer*

I finally got the phone call I was waiting for! I got the job at the local grocery store as a bagger. It may just be a part-time job, but I'll still be able to save some money. They had told me a salary range from \$6.00 up to \$10.00 per hour at the interview. I think I deserve \$10.00. What will I do?



- (a) I'll tell them that they promised me \$10.00 per hour and I won't take any less.
- (b) I'll ask them what my starting salary is. Even if it's \$6.00, I will be able to get job experience and may be able to get a raise.
- (c) I won't show up on my first day of work.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Job Offer*

I was so excited to hear back from Stan & Sons, Inc., after waiting for 2 long weeks! I got the filing clerk position! The only problem is that they want me to start working at 2:00 P.M. I don't get out of school until 3:00 P.M. What can I do?



- (a) I will tell them that I don't want to work that many hours because my feet will hurt.
- (b) I can tell them that they will need to change the schedule for me no matter what.
- (c) I can tell them the truth and ask if they can possibly work out a schedule for me beginning at 3:30 P.M. This will give me time to get to work.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Job Offer*

On Monday, my friend Tiffany overheard a conversation between her manager and his assistant. She heard them say that I was going to get the job I applied for! It's already Friday and I haven't gotten a phone call or email. What should I do?



- (a) I'll tell Tiffany to ask her manager why he hasn't called me yet.
- (b) I'll call Tiffany's manager and tell him that she told me I got the job and ask when my first day will be.
- (c) I'll call or email Tiffany's manager to check on the status of the position I applied for. I will ask if I am still under consideration.

Applying For A Job: *The Job Offer*

I'm supposed to be going on vacation with my family the last two weeks in June. I just got a phone call offering me a job at the movie theater and the starting date is June 25th. I will need to ask for time off. What will I do?



- (a) I'll accept the job, but ask them right away about the days I need to take off. They may delay the start date to when I get back. That will be fine with me.
- (b) I can tell them that I want 3 weeks off because I'll be too tired to work when I get back from vacation.
- (c) I can tell them that I can't work on Friday nights over the summer because I'll want to go out to dinner with my family.

Applying For A Job: *The Job Offer*

I just heard back from two companies that I interviewed with. I got both jobs! I'm not sure which one to accept. One pays more money but is 10 miles away and I don't have a car. The other one is just around the corner from my house. What should I do?



- (a) I'll tell the company that pays more money that they will need to buy me a car.
- (b) I will accept the job offer for the company around the corner from my house. It may pay less money, but I won't have to try and get a ride to work.
- (c) I checked the bus schedule and saw that there is no bus stop near the company that pays a higher wage. I would have to get a ride to work.

Applying For A Job: *The Job Offer*

I just got a phone call from the lady who interviewed me. She said that I was a lovely girl, but that I wasn't a good fit for the company. She suggested that I apply somewhere else. What will I say?



- (a) I'll tell her that although I am very disappointed that she feels that way, I understand and will apply for jobs elsewhere.
- (b) I'm really upset and cursed her and hung up on her.
- (c) I'll tell her that my dad will go to her job later and she better be careful.

Applying For A Job: *The Job Offer*

I just got a letter in the mail telling me that the position I applied for has been filled. I'm really disappointed because I really need to save some money to buy a car. What can I do?

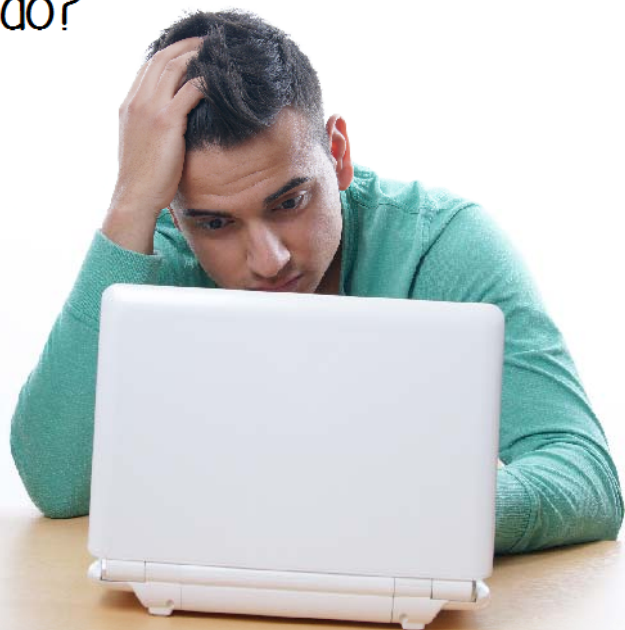


- (a) I can accept the fact that I did not get the job and someone more qualified did. I can always apply for more jobs.
- (b) I can rip the letter up and say I didn't want that job anyway.
- (c) I can yell at the mail carrier for delivering the letter.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Job Offer*

Mr. Smith sent me an email and told me that I was one of two people being considered for the job. He wants me to come in for another interview before he makes his decision. What will I do?



- (a) I'll reply to his email and tell him that he has enough information about me to make a decision. I will not go back for another interview.
- (b) I'll reply and ask who the other person being considered for the job is. I want to know who my competition is.
- (c) I'll reply to his email right away and set up a date and time for the second interview.

Copyright©2014 www.AutismEducators.com

Applying For A Job: *The Job Offer*

I applied for a hostess job at Burger Palace and found out today that I got the job! The assistant manager said that he would be working on the schedule tomorrow. He told me that I would only be working 8 hours per week until the restaurant got busier. I need to work more than 8 hours per week. What will I do?



- (a) I can tell him that my friend wants the job.
- (b) I can tell him that it is absolutely unacceptable and I would never want to work there.
- (c) I can tell the assistant manager that I will be okay with 8 hours, but would appreciate getting an increase in hours as soon as I possibly can.

Applying For A Job: *The Job Offer*

I was just hired at the dog groomer shop. I wanted to learn how to groom dogs, but they told me that I would only be walking the dogs and sweeping the floor. What should I say?



- (a) I will tell them that even though I like dogs, I refuse to clean up their poop.
- (b) I can take the job and see if I like it. If I make the commitment to take the job, then I'll give it a fair chance.
- (c) I will tell them that I need to learn to groom dogs so I can open up my own shop.

Answer Key:

APPLYING FOR A JOB

Scenario: I want to apply for a job as a stock clerk. There is a new toy store opening soon.

Response: I will walk up to the door and see if they are taking applications now. If they are, I will fill one out.

Scenario: I want to apply for an after school job. I see a sign in the window for a dog groomer. I like dogs. What will I do?

Response: I will apply for the job of dog walker. I like to walk dogs. I walk my dog all of the time.

Scenario: I want to apply for a job. I see a sign on the window. It is 8:30 A.M. on Tuesday. What will I do?

Response: I will read the sign and wait until 9:00 A.M. Then, I will go inside.

Scenario: I want to apply for a job. I see a sign on the door. What will I do?

Response: I will write down the name of the store and the address and check back and see when they may open.

Scenario: I want to apply for a job. I see a sign on the door. What will I do?

Response: I will open the door and walk inside. The sign says that they are hiring for many positions.

Scenario: I want to apply for a job. I see a sign above the door. What will I do?

Response: I will try another store. This store is going out of business.

Scenario: I want to apply for a job as a cashier. I see a sign in the window.

Response: I will leave and go to another place. I am not applying for a job as a Technician.

Scenario: I want to apply for a part-time job. I see a sign above the door. What will I do?

Response: I will walk inside to the Customer Service desk and ask if I may fill out an application.

Scenario: I want to apply for a job to bag groceries. There is a sign for part-time help. What will I do?

Response: I will go into the store and ask for an application. I will tell the person what position I am applying for.

Scenario: I would like to work in an office helping out filing papers and answering phones. I see a sign in the window, but I don't know what kind of job it is.

Response: I will go and ask what kind of help they need. I will ask if it is part-time or full-time.

Scenario: I want to apply for a job. I see a sign on the door. What will I do?

Response: I will open the door and walk inside.

Scenario: I want to apply for a job. I see a sign on the door. What will I do?

Response: I will open the door and walk inside.

Scenario: I would like a job at Classy Clothes. They sell some really cool things to wear. I see a sign on the door. What will I do?

Response: I will apply online at the website they have listed on the sign. They do not have paper applications.

Scenario: I would like to work either full or part-time over the summer. I see a sign on the door. What will I do?

Response: I will go inside and ask if I can fill out an application today for either full or part-time. The sign says “inquire within”.

Scenario: I am walking down the street and see this sign on the door. It looks like a nice place to work. What will I do?

Response: I will not go inside. I will not knock on the door. There is a “No Soliciting” sign on the door. That means I can’t just walk in without an appointment.

Scenario: I would like to earn some extra money for Christmas presents. I see this sign. What will I do?

Response: I will go inside and ask what seasonal jobs are available. If it’s a job that I would like to do, I will ask for an application.

Scenario: I really like the food at this restaurant and I would love to work there. I can clean, wait tables, or be a host. What will I do?

Response: I see a sign on the door that says that they are not hiring at this time. I will not ask for a job application.

Scenario: I want to get a job that is close to my home. The office building next door has a sign over the door. What will I do?

Response: I will not go inside. The sign above the door says that they are not hiring anyone. Since I live nearby, I will look again to see if the sign changes.

THE INTERVIEW

Scenario: I have an interview for a stock clerk job at a new toy store that will be opening in a few weeks. When the lady interviewing me asks about my job experience, I will tell her this.

Response: I will tell her that I have never worked as a stock clerk in a toy store before, but that I would like to learn and will be a hard worker.

Scenario: I saw a sign on the door that says they are hiring. I walk inside and ask for a job application. There are questions on there that I can't answer right now. I forgot to bring some important information, like my reference list. This is what I can do.

Response: I can ask if I can take the application home with me to complete. If they say I can't do that, then I will go home and get the information I need. Then, I will go back to fill out the application.

Scenario: I have an interview this afternoon. My mom told me that this is not appropriate to wear. What will I do?

Response: I will change my clothes and wear something more appropriate. I have a knee length skirt and blouse I can wear instead.

Scenario: I am interviewing for a job as a bagger at our local grocery store. The manager at my interview asked me if I can work up to 15 hours per week. What will I say?

Response: I will tell him that I can work after school and on weekends. I may not be able to spend a lot of time with my friends, but this job is important to me.

Scenario: I just finished my job interview and the man interviewing me offered me a job. He gave me an employment contract to sign. What will I do?

Response: I will ask the man if I can read the contract before I sign it.

Scenario: My interview is in 10 minutes and I'm really hungry. I stopped to pick up some lunch. What will I do?

Response: It might be a better idea to wait and get lunch after the interview. This way, I'll be sure that I'm ready for the interview.

Scenario: I am all ready for my job interview for a sales clerk. I picked out my clothes carefully and wore appropriate shoes. When the man walks over to interview me, I see that he is wearing jeans and a tee shirt. What should I say?

Response: I will not say anything about what the man is wearing. It doesn't matter to me how he is dressed.

Scenario: I am sitting in the waiting area and I will soon be called for my interview. When my name is called, a lady comes over and shakes my hand. What should I do?

Response: I can shake her hand. I know that shaking hands is the way people may greet one another at a job.

Scenario: I just received a phone call to set up a time for an interview for the office job I applied for. Now, they want me to fill out some more forms before my interview. I have to go to their website and complete the forms online, but I don't have a computer. What will I do?

Response: I will go to the local library, my school, or ask a friend if I can use their computer to fill out the application online.

Scenario: When I walked into the room for my interview, I saw rows of tables lined up. There were a lot of people applying for jobs. The lady interviewing me asked for my email address and said she would get back to me in a week or so. What will I do?

Response: I will do my very best at the interview and wait patiently for the email to see whether or not I got the job. I can still apply for another job while I wait.

Scenario: I was up all night rehearsing for this interview. If I get this job, then I will be able to get some experience working in a

bank. The man asked questions that I hadn't practiced and my answers were not very detailed. He told me that I need more experience before he could ever hire me.

Response: I will acknowledge that the man is right and that I do need more experience. I'll ask him if there are any other opportunities for me there to get some experience.

Scenario: I had an interview set up for 1:15 P.M. today for a customer service position at Callie's Country Store. I was nervous and had a hard time looking at the person interviewing me. I just kept staring at her hands. What will I do?

Response: I will thank the woman for the interview and tell her that I was a little nervous. She may be very understanding, even though I may not get the job for customer service.

Scenario: My dad was able to get me a job interview with his company. I'm pretty excited about it. The person interviewing me is my dad's friend. I'm not sure if I should call him by his first name or not. What can I do?

Response: I know that he is my dad's friend, but this is a professional job interview. I will call him by his last name unless he tells me to call him by his first name.

Scenario: Today is my interview at Miller's Clothing Store. Mrs. Miller will be the one interviewing me. I had never seen her before and when I saw her, I couldn't believe how old she was! How can someone that old own a clothing store for teenagers? What will I say?

Response: I will introduce myself and do my best at the interview. I will not say anything about her age. I will keep my opinion to myself.

THE JOB OFFER

Scenario: I just heard back from two companies that I interviewed with. I got both jobs! I'm not sure which one to accept. One pays more money but is 10 miles away and I don't have a car. The other one is just around the corner from my house. What should I do?

Response: I will accept the job offer for the company around the corner from my house. It may pay less money, but I won't have to try and get a ride to work.

Scenario: I finally got the phone call I was waiting for! I got the job at the local grocery store as a bagger. It may just be a part-time job, but I'll still be able to save some money. They had told me a salary range from \$6.00 up to \$10.00 per hour at the interview. I think I deserve \$10.00. What will I do?

Response: I'll ask them what my starting salary is. Even if it's \$6.00, I will be able to get job experience and may be able to get a raise.

Scenario: I just got a phone call from the lady who interviewed me. She said that I was a lovely girl, but that I wasn't a good fit for the company. She suggested that I apply somewhere else. What will I say?

Response: I'll tell her that although I am very disappointed that she feels that way, I understand and will apply for jobs elsewhere.

Scenario: I'm supposed to be going on vacation with my family the last two weeks in June. I just got a phone call offering me a job at the movie theater and the starting date is June 25th. I will need to ask for time off. What will I do?

Response: I'll accept the job, but ask them right away about the days I need to take off. They may delay the start date to when I get back. That will be fine with me.

Scenario: I was so excited to hear back from Stan & Sons, Inc., after waiting for two long weeks! I got the filing clerk position! The only problem is that they want me to start working at 2:00 P.M. I don't get out of school until 3:00 P.M. What can I do?

Response: I can tell them the truth and ask if they can possibly work out a schedule for me beginning at 3:30 P.M. This will give me time to get to work.

Scenario: Mr. Smith sent me an email and told me that I was one of two people being considered for the job. He wants me to come in for another interview before he makes his decision. What will I do?

Response: I'll reply to his email right away and set up a date and time for the second interview.

Scenario: I just got a letter in the mail telling me that the position I applied for has been filled. I'm really disappointed because I really need to save money to buy a car. What can I do?

Response: I can accept that fact that I did not get the job and someone more qualified did. I can always apply for more jobs.

Scenario: On Monday, my friend Tiffany overheard a conversation between her manager and his assistant. She heard them say that I was going to get the job I applied for! It's already Friday and I haven't gotten a phone call or email. What should I do?

Response: I'll call or email Tiffany's manager to check on the status of the position I applied for. I will ask if I am still under consideration.

Scenario: I applied for a hostess job at Burger Palace and found out today that I got the job! The assistant manager said that he would be working on the schedule tomorrow. He told me that I would only be working 8 hours per week until the restaurant got

busier. I need to work more than 8 hours per week. What will I do?

Response: I can tell the assistant manager that I will be okay with 8 hours, but would appreciate getting an increase in hours as soon as I possibly can.

Scenario: I was just hired at the dog groomer shop. I wanted to learn how to groom dogs, but they told me that I would only be walking the dogs and sweeping the floor. What should I say?

Response: I can take the job and see if I like it. If I make the commitment to take the job, then I'll give it a fair chance.