Name Click here to enter text.

Course and Section Number Click here to enter text.

Date Click here to enter a date.

# Unit 4 Preparing to Answer Questions Worksheet

## Instructions:

As presented in Unit 4, the interviewing process can create anxiety. To manage some of that anxiety, you need to be prepared to answer open-ended questions. The best way to prepare is to outline your response using keywords, phrases, or points you feel will most impress the interviewer. Once you have outlined your responses to those questions, practice them. Ask for a friend, relative, or coworker to help you practice. You can also record your responses and review what worked and what did not work in preparing for your interview.

Please respond to the following:

Select one (1) question that is commonly asked by the hirer during the interview using the dropdown menu. Choose an item.

1. Using the bullet points provided, identify five (5) keywords or phrases you want to include in your response that will highlight your value to the employer.

* Keyword or phrase Click here to enter text.
* Keyword or phrase Click here to enter text.
* Keyword or phrase Click here to enter text.
* Keyword or phrase Click here to enter text.
* Keyword or phrase Click here to enter text.

1. In 3 or 4 sentences describe how you can use your response to “sell yourself.” (Include 1 internal and 1 external source in your response). Click here to enter text.

### Provide a one (1), or two (2) sentence description of a question, which you feel could be the most challenging for you to answer. Click here to enter text.

1. Using three (3) or four (4) sentences, describe why you feel this question will be challenging for you.Click here to enter text.
2. List three (3) points you plan to make when answering it. (Include 1 internal and 1 external source in your response).
   * Point 1 Click here to enter text.
   * Point 2 Click here to enter text.
   * Point 3 Click here to enter text.

Once you have completed this worksheet (use the assignment rubric to ensure it is complete), submit it to the assignment area.