

9th Grade - GeorgiaBEST@School

Interviewer's Script: Read the following script as if you are conducting a job interview. Do not read the *italicized words* out loud – those are notes for you. Wait for the interviewee to answer each question.

"Good morning, my name is (Mr. or Ms.) _____ and I will be conducting your interview this morning. *Extend your hand to shake hands with the applicant.* "Please, have a seat."

"We are interviewing for the position of a restaurant host/hostess. We are looking for someone with good customer service and communication skills, someone who is dependable and gets along with others. This person will be the first person to greet guests when they come into our restaurant, so it is very important to us that the host displays a positive and welcoming attitude."

"Now, I have some questions to ask you."

"Did you bring a copy of your résumé?"

"Tell me a little bit about yourself."

"What are your strengths?"

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"Why do you want to work here?"

"Tell me about a recent job or volunteer position you had."

"Why did you leave that position?"

"Do you have any questions for me?"