

## Asking a Question During an Interview

*For all sessions following the initial BST session, probe each criterion for the instruction phase before moving to modeling, rehearsal, and feedback.*

### Materials

- White board and markers or Velcro board with steps
- List of interview questions

### Task Analysis

#### How to Ask a Question During an Interview

1. Look at and turn your body toward the person
2. Pause for 1 to 3 seconds
3. Say “yes”
4. Ask a question relevant to the position or company you are interviewing for
5. Pause for 1 second after speaker finishes before responding
6. Say “OK” after their answer
7. Say “thank you” when they answer your question

### Measurable Objectives

*Given instruction, modeling, rehearsal, and feedback, students will be able to appropriately ask an interview question in response to “do you have any questions for me?”, with 100% accuracy (7/7 steps) for three consecutive independent testing opportunities and two consecutive generalization probes as measured a WMU PROMOTES Job Coach or BCBA.*

### Data Collection

#### Asking a Question During an Interview

#	Steps	Score as +, -, or N/A						%
1	Orient body toward and look at the person							
2	Pause for 1 to 3 seconds							
3	Say “yes”							
4	Ask a question relevant to the position or company you are interviewing for							
5	Pause for 1 second after the speaker finishes before responding							
6	Say “OK” after their answer							
7	Say “thank you” when they answer your question							

**Did the student achieve criterion?    Yes    No**

**Percentage: \_\_\_\_\_**

## Instruction

In order to get a job, you're likely going to have to interview for it first. During most interviews, you'll be asked the question "do you have any questions for me?" A lot of times, you might not have any questions that you really want to ask. However, **it's important to ask a question to the employer because this shows you came prepared, you're interested in the job, and you're more likely to get the job over other people.** Employers may ask this question a few different ways, including: "Do you have any questions for me?" or "What questions do you have for me?" Today, we're going to focus on answering "do you have any questions for me?" because even if you don't have any questions you need answered, it's still important to ask at least one question.

When asking a question during an interview, there are seven steps you should follow after being asked "do you have any questions for me?" (**USE VELCRO BOARD WITH STEPS or WHITE BOARD**):

1. **Look at and turn your body** toward the person
2. **Pause** for 1 to 3 seconds
3. **Say "yes"**
4. **Ask a question** relevant to the position or company you are interviewing for
5. **Pause** for 1 second after speaker finishes before responding
6. **Say "OK"** after their answer
7. **Say "thank you"** when they answer your question

Looking at and turning your body toward the interviewer lets them know you're interested in the interview and position, and shows that you are confident. Pausing gives you time to think about the question you're going to ask so you sound prepared when you do. Saying "yes" after they ask "do you have any questions for me" is important because the employer will know you plan to ask a question and will wait for you to ask it. Asking the question is important, as it shows you came prepared for the interview and you may be more likely to get the job you're interested in. Pausing after the interviewer has asked you a question allows you time to think about if you have any additional questions before saying "OK", which is important as it shows the interviewer you heard their answer and don't have any follow-up or clarifying questions to ask. Saying "thank you" is important to show you appreciate the interviewer's time, and being polite can increase your chances of getting that job.

A few examples of common interview questions that you can ask during an interview are:

- What is the timeline for picking someone for this job?
- What would a typical day look like for someone who has this job?
- What are the biggest challenges of this job?
- What is your favorite part about working here?

### **ASR Opportunity**

Remember, the steps to answering "do you have any questions for me?" are **(list and point to the visual aid being used)**. Now you say them as I point to each step.

### **ASR Opportunity**

What is one example of a question you can ask during an interview?

- **Move on to modeling: when the student 1) reads each step for the skill and 2) correctly states one reason why saying "excuse me" is important**
- **If the student does not read each step for the skill, prompt once ("It's important for you to read each step. Let's try again") and retry once before moving on to video modeling**
- **If the student cannot list a reason for why the skill is important, reread the underlined sentence in the above passage and represent the question.**

### Did the student read each step for the skill?

Date									
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N

### Did the student give an example question?

Date									
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N

### Modeling

Now we're going to watch a video that shows how you should ask a question during an interview. Remember, the steps to asking a question during an interview are (list and point to the visual aid being used).

### Did the student watch the video model?

Date									
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N

### Rehearsal

Now that we've watched the video, let's practice. In this scenario, (insert scenario samples), and you'll practice how you should ask a question during an interview. Let's try it out.

### Sample Scenarios

- What is the timeline for picking someone for this job?
- What would a typical day look like for someone who has this job?
- What are the biggest challenges of this job?
- What is your favorite part about working here?

### Feedback

- For steps that are correctly completed, provide **behavior-specific descriptive praise**  
Examples:
  - Excellent job turning saying "yes" before asking your question
- Differentially reinforce when 100% of steps are completed correctly (high enthusiastic praise)
- For steps that are missed or completed incorrectly:
  1. Provide **corrective feedback**
  2. **Model** the specific step of the skill
  3. **Rehearse** each individual step of the skill incorrectly completed
  4. **Practice** the skill again, focusing feedback on steps previously missed