

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Calculating Salary Review

1. Anika makes \$80,000 annually. She gets paid weekly, how much money will she receive on each paycheck?
2. Brandon's salary is \$3,900 semiannually. How much does he make annually?
3. Cole receives a salary of \$5,681 semimonthly. How much does he make annually.
4. Danasha makes \$41,000 annually. She gets paid quarterly, how much money will she receive on her paycheck?
5. Eric makes \$30,000 annually. He gets paid bimonthly, how much money will he receive on each paycheck?
6. Freddie's salary is \$6,200 bimonthly. How much does he make annually?
7. Greg receives a salary of \$7,210 monthly. How much does he make annually.
8. Hanna makes \$37,500 annually. She gets paid biweekly, how much money will she receive on her paycheck?
9. Isabelle makes \$22,000 annually. She gets paid semianually, how much money will she receive on each paycheck?
10. James's salary is \$5,450 bimonthly. How much does he make annually?
11. KeOsha receives a salary of \$5,752 quarterly. How much does she make annually.
12. Ladaisha makes \$49,500 annually. She gets paid biweekly, how much money will she receive on her paycheck?

13. Maja makes \$65,000 annually. She gets paid semimonthly, how much money will she receive on each paycheck?
14. Nick's salary is \$2,750 semianually. How much does he make annually?
15. Orville receives a salary of \$8,567 monthly. How much does he make annually.
16. Paul makes \$35,000 annually. He gets paid biweekly, how much money will he receive on his paycheck?

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**Practice Interview Questions:**

1. What irritates you about other people, and how do you deal with it?
2. What's the most difficult decision you've made in the last two years and how did you come to that decision?
3. If selected for this position, can you describe your strategy for the first 90 days?
4. What kind of personality do you work best with and why?

## The Interview

The interview is a “two-way conversation” with a two-fold purpose:

- The employer gains information about your strengths/skills and background and how they add value to the organization
- You, the candidate, gain a better understanding of both the position and the organization in determining if there’s a match with your needs and goals.

## INTERVIEW RESEARCH & GETTING READY BEFORE THE DAY

- Researching the organization before the interview is a must.
- Be sure you know exactly who you are to see, the location, date and time.
- Take extra copies of resumes and a list of references.
- Decide what to wear. In doubt, be \_\_\_\_\_!
- Prepare your responses to questions for the interviewer.
- Prepare your questions.

## Arriving and meeting the interviewer

- Be on time- be on time- be on time! And even better, be early.
- Check your appearance.
- Take a breath mint- do not chew gum!
- Find the receptionist and present yourself with confidence.
- When taken to office or interviewer comes out, remember your body language- eye contact, smile, firm handshake.

## Stages of the Employment Interview

- Greeting
- Information from the employer (not all the time)
- Light questions
- Connecting questions
- Your questions

## Greeting

- Greeting and chit chat is important because they are a part of your first impression.
- Examples
  - “How are you today?”
  - “Did you have any trouble parking?”
  - “How was the traffic on 50?”
  - “How's the weather out there?”

## Information from the Employer

- Background about the position and organization is sometimes provided by the interviewer.

## Light Questions

- These are “ice-breaking” and intended to get the conversation started in a non-stressful way.
  - “Tell me about yourself.”

## Connecting Questions

- This is where you need to make the sale. Your skills, background and objective must connect to the job requirements and add value to the organization.

## Your Questions

- Don't miss out on this final opportunity to distinguish yourself.
- Never say- "I don't have any questions- you answered them during the interview"
- Don't ask about salary or fringe benefits.
- Your questions should show professional curiosity and research.

## General Guidelines in Answering Interview Questions

- Be upbeat and positive. Never be negative.
  - Turn weaknesses into strengths.
- Think before you answer. A pause to collect your thoughts is a hallmark of a thoughtful person.
- Rephrase the question to start your answer.
- Answer questions in complete sentences.
- Don't ramble, make sure your answers are prompt and to the point.

## Practice Questions

- "Tell me about yourself."



## Practice Questions

- What are your strengths?
- What is your greatest weakness?

## Practice Questions

- What are your strengths?
- What is your greatest weakness?

## Practice Questions

- Where do you see yourself in five years?

## Practice Questions

- Why should we hire you?

## Interview Test Review Notes

What three items should you have prepared before you apply for a position?

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What research should you do before you attend a job interview?

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What is an appropriate outfit for a man to wear to an interview?

What is an appropriate outfit for a woman to wear to an interview?

What is important to remember when answering interview questions?

## Calculating Salary

Copy the following chart into your notes!

How Often Paid	What This Means	Pay Periods Per Year
Weekly		52
Biweekly	(every two weeks)	26
Semimonthly	(twice a month)	24
Monthly		12
Bimonthly	(every two months)	6
Quarterly	(every three months)	4
Semiannually	(every six months)	2
Annually	(every twelve months)	1

## Calculating Salary Examples

- Patty makes \$26,000 annually. She gets paid weekly, how much money will she receive on each paycheck?
- Willie makes \$18,000 annually. He gets paid monthly, how much money will he receive on each paycheck?
- Allan makes \$20,000 annually. He gets paid quarterly, how much money will he receive on each paycheck?

## Calculating Salary Examples

- Anita is paid a salary of \$250 weekly. How much does she make annually?
- Eddie's salary is \$1,100 per month. How much does he make annually?
- Juan is paid a salary of \$625 biweekly. How much does he make annually?

## Calculating Salary Examples

- Ashley makes \$20,000 annually. She gets paid semimonthly, how much money will she receive on each paycheck?
- Ms. Lasik's salary is \$4,500 quarterly. How much does she make annually?
- Glenda receives a salary of \$4,792 bimonthly. How much does she make annually?
- Ray makes \$38,000 annually. He gets paid biweekly, how much money will he receive on his paycheck?





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## Interview Questions Practice

1. What three words would you use to describe yourself?
2. What do you like to do in your free time?
3. Tell me about your strengths and weaknesses?
4. Tell me about a challenge or conflict you've faced at school or work, and how you dealt with it.
5. What are two things you would do when you first start this position?

6. Are you willing to relocate?

7. Who has impacted you most in your career and how?

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8. There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?

9. What techniques and tools do you use to keep yourself organized?

10. If you could choose one superhero power, what would it be and why?