

Ask the following questions and record the answers

Name of person being interviewed: _____

Job Title: _____

Position you are asking about: _____

Question	Answer
During an interview, how should a person applying for the job communicate? Are body language and listening skills important in an interview?	
What does it mean for an employee to communicate in a professional way in the workplace?	
If an employee needs help or support with job tasks, what is the best way for them to communicate with their boss or co-workers about this?	
What are some common mistakes employees make when communicating at work?	
Is it important for employees to be able to follow directions and be active listeners at work?	
What are the benefits of being polite, responsible, and respectful when talking or listening to co-workers?	

Review your interview results and answer the questions below

Post-Interview Reflection

1. Why do you think it is important to be professional when communicating in the workplace?

2. Why is it important to communicate your needs and ask questions when you are at work?

3. What are some differences between the way you ask for help from your friends or family and the way you communicate your needs and ask for help in the workplace?

4. When you are talking, writing, or listening in the workplace, how can you make sure that you are being professional?