

Interviewing Skills

Introduction

CONGRATS, you're ready for a job!

Now that school's out, it's time to put your skills you learned into action. A job can be the perfect way meet new people, learn more, and make money!



In order to get a job, you have to go through the interview process. An interview can make or break a company's decision to hire someone. That's why it's important to **PRACTICE!**

Practicing in front of friends as well as strangers will make you more comfortable and prepared for the real interview.



The biggest thing to remember is to to **just be yourself**. Here you can learn how to forget the nerves and butterflies in your stomach and land the perfect job!

Tips and Tricks

- Research the company before the interview. This will show that you're really interested in the job/company.
- Make eye contact with the interviewer throughout the entire interview.
- Shake the interviewer's hand when entering the room for the first time.
 - Tell him or her "it's nice to meet you, my name is _____."



- Follow their directions. If they ask you to "have a seat", then sit down.
- Let the interviewer ask first.
 - Respond when they ask questions.
- At the end of the interview, thank them and shake hands again
- Wear nice pants and a collared shirt for the interview.
 - No tennis shoes or t-shirts.
- Arrive on time- at least 10 minutes early.
- Avoid using "um", "like", "you know", and other unnecessary words.
- Act interested and excited to be there.
- Stand or sit up straight.
- Smile!



- And don't forget to **Be Yourself!**

Interviewing Skills

Getting to Know You

The interview is usually the first time the boss gets to meet you. He or she doesn't know much about you so they are going to ask some questions to get to know you first. Remember- to be yourself and **be HONEST**. Here are some questions to prepare for:

- What do you like to do?
- Where did you go to school?
 - What did you like most about school? Like least?
- Have you worked before?
- What experiences do you have that qualify you for this job?
 - Experience doesn't always have come from paid jobs. Tell the interviewer about any volunteering, chores, or projects that you have completed in the past.
- Describing to the interviewer about times you worked with others, met due dates, and learned new skills will always impress them!
- The interviewer may describe the job to you. He/She then might ask- "Does that sound like something you're interested in?"



Interviewing Skills

Getting to Know you (Continued)

- How do you learn? Do you like someone to read you instructions or do like someone to show you what to do?
- How do you remember the instructions you were taught?
- Do you have a role model? Tell me about him or her?
 - This can be a family member, teacher, friend, or anyone who has made an impact on your life.
- Do you like to repeat things over and over, or do you like to do something always different?

Past Jobs/Experiences

If the interviewer asked if you had worked before, and you said yes, he or she will most likely ask some follow up questions.



- What is the name of the company you worked with?
- What did you do when you worked there? Describe a typical day.
- When did you work there?

Past Jobs/Experiences (Continued)

- What were your expectations of the job?
- What was a major challenge/problem you faced? How did you handle them?
 - This question is commonly used to gauge your **problem-solving skills**. Answer the question by explaining: the problem that arose, what you did to fix the problem, and the end result- what happened at the end.
- What was your biggest accomplishment? Biggest failure?
 - If you want to describe something that failed, explain what you did to fix or improve on it.



Questions About You

The interviewer wants to see if this is the right match for you. Here are some examples of some questions he or she may ask:

- What is your greatest strength? Weakness?
- Explain ways on how you are improving on your weaknesses.
- How many hours a week do you work?
- What motivates you?



For additional information and resources, call the Parent Mentor Office at 420-4620.

Questions About You (Continued)

- Do you prefer to work by yourself or on a team?
- If you know an employee is doing something wrong, how do you handle it?
- Describe a difficult work situation and how you overcame it?
- Describe a time when you had many projects and things to do in a short amount of time. How did you handle it?
- What are your pet peeves?

General Interview Questions

- What interests you about this job?
- How can you make a difference in this company?
- What are some challenges you are looking for in a position?
- Why do you want to work here?

After the Interview

- Send a follow up e-mail (if applicable) to thank them again and to tell them that you're looking forward to hearing back.
- If you haven't heard back in two weeks, call the interviewer.
 - Your name will be fresh in their mind and it shows that you really want the job.