



Learning Objective:

The student will learn tips for having a successful job interview.



Materials Needed:

Copy of "Interviewing Tips" activity sheet, Internet access, pen/pencil



Instructions:

Having a successful interview requires preparation, professionalism, and follow-up. Review the tips below with your student to prepare them for a successful interview.

Before Your Interview

- » Research the company and become well informed on their mission, goals, and future plans.
- » Prepare ahead by anticipating questions that may be asked of you.
- » Prepare questions you want to ask during the interview.
- » Make sure your clothes are business-like, clean, pressed, and conservative. Make sure your hair and nails are trimmed and clean.
- » Bring a fresh copy of your resume and a notepad to take notes.

During Your Interview

- » Be on time; better yet, arrive 10-15 minutes early.
- » Extend your hand when you are being greeted and shake hands firmly.
- » Treat everyone you encounter with respect.
- » Make eye contact with your interviewer and smile when appropriate.
- » Do not sit until you are invited to do so.
- » Be positive and avoid any negative comments about past employers.
- » If you have unanswered questions, wait and ask them when appropriate. This will show your interest and ability to think critically.
- » Listen carefully. If you feel the question is unclear, ask politely for clarification.
- » Pause before answering to consider all facts that may substantiate your response.
- » Discuss only the facts needed to respond to the question.
- » Focus and re-focus attention on your successes. Remember, the goal is not to have the right answers so much as it is to convince the interviewer that you are the right person.
- » Be truthful, but try not to offer unsolicited information.
- » Try not to open yourself to areas of questioning that could pose difficulties for you.



After Your Interview

- » Send a neatly written “Thank You” note to the individual(s) who interviewed you. Summarize the points you made in your interview or add a brief but crucial point that you might have forgotten.
- » Do NOT call the employer back immediately. If the employer said they would have a decision in a week, it is okay to call them in a week to thank them for the interview and reiterate your interest.
- » If you receive word that another candidate was chosen, you may send a follow-up letter to the employer, thanking them for the opportunity to interview for the position. Let them know that, should another or similar position open in the future, you would be interested in interviewing again.



After reviewing these tips with your student, you can use the following activity to **provide** them with a fun and effective way to further **prepare** for an interview.



Learning Objective:

The student will become familiar with potential interview questions through a mock interview.



Materials Needed:

Copy of "Mock Interview" activity sheet, pen/pencil



Instructions:

Preparing for an interview requires anticipating questions that may be asked by the potential employer. These questions may require your student to formulate well thought out responses.

Inform your student that there are no right or wrong answers, and that a prepared response may impress the potential employer. Help your student become comfortable with the interview process by conducting a mock interview with them, and **assisting** your student **develop** answers to questions they have difficulty answering.

- » Tell me about yourself.
- » Why are you interested in this position?
- » What qualities do you think someone in this position needs in order to be successful?
- » Why do you think you are the best candidate for this position?
- » Can you describe a challenge you have encountered and how you overcame it?
- » What is something that you have accomplished that you are very proud of?
- » Where do you see yourself in five years?
- » What is a weakness that you wish to improve?
- » What is your greatest strength?
- » Why should we hire you?
- » How do you handle conflict?
- » What motivates you to put forth the greatest effort?
- » Why did you leave your last job?
- » If you could change one thing about your current job to make it better, what would it be, and how would you do it?
- » Have you ever had difficulty with a supervisor or teacher? If so, please explain.



Feel free to **share** your personal interviewing experiences with your student.