

Three Tough Questions...

1. **Why should I hire you?**

Explain why you are THE BEST candidate for this position. Connect the job description closely with your skills. Include how your experiences correlate with skills and knowledge needed for the job.

2. **Tell me about yourself.**

This is a common warmup question. Do NOT recite your resume word for word. Briefly cite past, present and future and do it under a minute or two.

3. **What are your weaknesses?**

Identify a personal quality trait which may seem negative but also can be viewed positive. Example: Impatience, Perfectionist.

Be Prepared for Anything!

1. What if you were asked the name of your favorite song and was asked to perform it.
2. What if you were asked , “On a scale from 1 to 10, how would you rate me as an interviewer?”
3. What if you were asked, “How would you direct someone else on how to cook an omelet?”
4. What if you were asked, “What cartoon character are you most like and explain why?”
5. What if you were asked, “How many cows are in Canada?”

These are REAL examples of unexpected interview questions!

Common Teen Interview Questions

- Why are you looking for a job?
- Why are you interested in working for our company?
- How has school prepared you for working at our company?
- What do you think it takes to be successful in this position?
- How would you describe your ability to work as a team member?
- What has been your most rewarding accomplishment?
- Tell me about a major problem you recently handled.
- Have you ever had difficulty with a supervisor or teacher?
- What are your strengths?
- How do you feel about working eight/twelve hours a day? Do you have any working experience?
- How long do you want to have this job?
- What is your availability? Which days and hours can you work?
- How would your best friend describe you?
- Where do you see yourself in five years from now?
- What are your pay/salary expectations?
- Who is your role model and why?
- Tell me about a goal you achieved recently and how you did it.
- Why should we hire you, and not someone else?

JOB INTERVIEW SKILLS



Prepare Practice Reflect

BEST PRACTICES FOR THE INTERVIEW

How to Prepare

Look sharp

Prepare to be **well-groomed**. Plan your outfit in advance.



Practice your handshake

This should not induce pain or feel like one is holding a dead fish.



Rehearse your answers

You can expect to be asked several questions. **Rehearse answers in front of a mirror**, with a family member or friend, or record yourself.

Write down your questions

You should **have questions about the job** and the business.



Be prepared

You may face more than just interview questions when you go to interview. Some interviewers will have you take a questionnaire, record something on paper or read documents.

Checklist

- ◇ Research the company
- ◇ Practice your answers out loud
- ◇ Write down questions for the interviewer
- ◇ Study the job description
- ◇ Dress professionally
- ◇ Gather essentials

How to Conduct Yourself

Be on time

Be sure you know how to get to the interview. **Arrive 10 or 15 minutes early**.



Dress properly

Dress nicely, avoid trendy clothing, flashy jewelry, or strong perfume or shaving lotion. **No gum! No cell!**

Be friendly

Greet the interviewer by name. Smile and give a **firm handshake**. Treat everyone you talk with in a polite, professional manner.



Show your enthusiasm

Enthusiasm and sense of humor can help create a good impression.

Be positive

Keep the atmosphere **friendly and pleasant**. Don't put others down to make yourself look good.



Maintain eye contact

Good **eye contact** is a key building trust in a relationship.



Express yourself

Speak clearly. Use complete sentences---avoid one-word answers. Don't use slang and don't ramble.

Be aware of body language

Your tone of voice, **posture**, etc., all give clues about your feelings and attitudes. Face the interviewer in a relaxed, open manner.



Be a good Listener

Be alert to nonverbal cues indicating when you should start or stop talking. Don't be thinking of your response while the interviewer is still talking.

Be yourself.

Don't try to change your personality. Give the interviewer a chance to find out who you are.

After the Interview

ASK - When can you expect a decision? Should you call? Ensure the employer knows how to reach you.

ANALYZE - How was your performance in the interview? Did you emphasize your strengths and candidacy?

FOLLOW UP - **Write a thank you letter, card or email**. Restate your interest in the job, summarize key points of the interview and add further information to help increase your chances to be considered.

STAY POSITIVE - If you don't get the job. **Rejection is part of any job search**. Learn from the interview process.