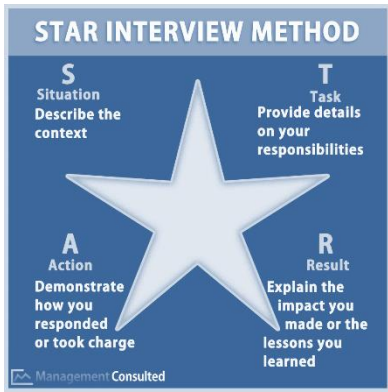



Making an Impression – Interview Process

<p>Preparing for interviews can make all the difference!</p>	<p>You application and resume/cover letter are just the “opening act” for your interview.</p> <p>To make a good impression:</p> <ul style="list-style-type: none"> • Dress for success • Act professionally • Prepare and practice for interview questions
<p>1. Consider these tips when preparing for your interview:</p>	<ul style="list-style-type: none"> • Research the company/organization ahead of time • Practice interview questions before you go • Make sure you know how to get to interview location and leave early • Take additional copies of your resume • Get plenty of rest the night before • Dress your best
<p>2. Tips for getting off to a good start and making an impression in your interview include:</p>	<ul style="list-style-type: none"> • Arrive 15 minutes early • Shake interviewer’s hand firmly • Greet the interviewer by last name • Make good eye contact • Show enthusiasm and energy • Use words appropriate to your audience • Use your best posture • Ask about the specific job • Be prepared to talk about your self in positive way
<p>3. Interviewers often ask you about your character traits. Be prepared ahead of time with your top traits and examples.</p>	<p>Top 10 traits considered by employers:</p> <ol style="list-style-type: none"> 1. Attitude 2. Ability to do the work 3. Motivation and taking initiative 4. Ability to grow in the job 5. Self-confidence 6. Leadership skills 7. Social skills 8. Team skills 9. Compatability 10. Communication skills
<p>4. Interviewers will often ask if you have any questions. Prepare a couple questions to ask ahead of time.</p>	<ul style="list-style-type: none"> • “Please describe the tasks & responsibilities of the job?” • “What do you consider to be the top priorities of the person in this job?” • “What personal characteristics or skills & abilities do you believe are the most important in this job?”

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<p>5. When asked about strengths and challenges, focus on presenting your answer in a positive way.</p>	<p>Example of stating a strength: “I am very organized & pay close attention to details.”</p> <p>Example of stating a challenge: “Sometimes I get so caught up in my work that I forget what time it is. My supervisor reminds me take my lunch break.”</p>
<p>6. Use the STAR method to help you provide complete responses to interview questions.</p>	 <p>The diagram is a blue square with a white star in the center. The star is divided into four sections, each with a letter and a description: S Situation: Describe the context T Task: Provide details on your responsibilities A Action: Demonstrate how you responded or took charge R Result: Explain the impact you made or the lessons you learned At the bottom left of the square, it says 'Management Consulted'.</p>
<p>7. Practice your interviewing in class:</p>	<ul style="list-style-type: none"> • Review and practice questions using the Common Interview Questions hand out • Complete a mock interview with a peer, volunteer, etc. • Interviewers will use the Mock Interview Feedback Form to ask questions and provide feedback
<p>8. Log into Naviance</p>	 <p>Username: district ID# Password: district password</p>
<p>9. Task Completion:</p>	<p>Click on Planner>Tasks Click the title of the task, Complete Job Interview Reflection.</p>