

MAKING AN IMPRESSION – INTERVIEW PROCESS

Naviance Student

Lesson Tasks

Discuss the fundamentals of interviewing

Answer common interview questions

Prepare for and participate in mock interview

Complete final community interview process and reflection

INTERVIEW TIPS & TRICKS

Preparing for the Interview

Your application and resume are the “*opening act*” for the interview

You will want to look good, act professionally and say the right things to make a good impression

Only the top applicants will be selected

Tips for Interview Preparation

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| <ul style="list-style-type: none">• Research the company before the interview• Practice interviewing before you go• Make sure you know how to get to the interview site• Take two copies of your resume | <ul style="list-style-type: none">• Go to bed early the night before• Dress your best• Make sure you shower & look your best |
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Things to Avoid

Some typical nervous habits that you will want to avoid include:

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| <ul style="list-style-type: none">• Rubbing your nose• Twirling your hair• Blinking often• Biting your nails• Twisting your hands | <ul style="list-style-type: none">• Fidgeting• Playing with jewelry• Shaking your foot• Scratching your head |
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Getting Off to a Good Start

Top tips for getting an interview off to a good start:

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| <ul style="list-style-type: none">• Arrive 15 minutes early• Shake interviewer's hand firmly• Greet the interviewer by last name• Smile & greet other people• Stand until you are invited to sit• Look the interviewer in the eye | <ul style="list-style-type: none">• Show enthusiasm & energy• Use words appropriate to your audience• Use your best posture• Ask about the job• Be prepared to talk about yourself |
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Getting off to a Good Start

You never know who will walk by or observe you while you are waiting

You will be more noticeable because you are a visitor

These occurrences provide you with an excellent opportunity to make a good impression

Things to remember:

- Stand tall and walk at the same pace as the interviewer
- No gum the entire time while you are at the interview site
- Smile or give a friendly nod to each person who makes eye contact with you
- Shake hands with any individuals you are introduced to you by the interviewer
- Take the lead from the interviewer regarding whether to stay quiet or talk

INTERVIEW PREPARATION

Questions and More Questions

Questions Asked of the Interviewee	Questions Asked of the Interviewer
<p data-bbox="137 572 823 862">To perform well at your interview, you need to be prepared for all different types of questions</p> <p data-bbox="137 953 925 1168">This will leave a good impression and increase your chances of being hired</p>	<p data-bbox="981 572 1715 862">An important part of doing well in an interview is to be prepared to ask questions yourself</p> <p data-bbox="981 953 1785 1168">Asking good questions leaves a good impression and shows you are interested in the job</p>

What are Your Character Traits?

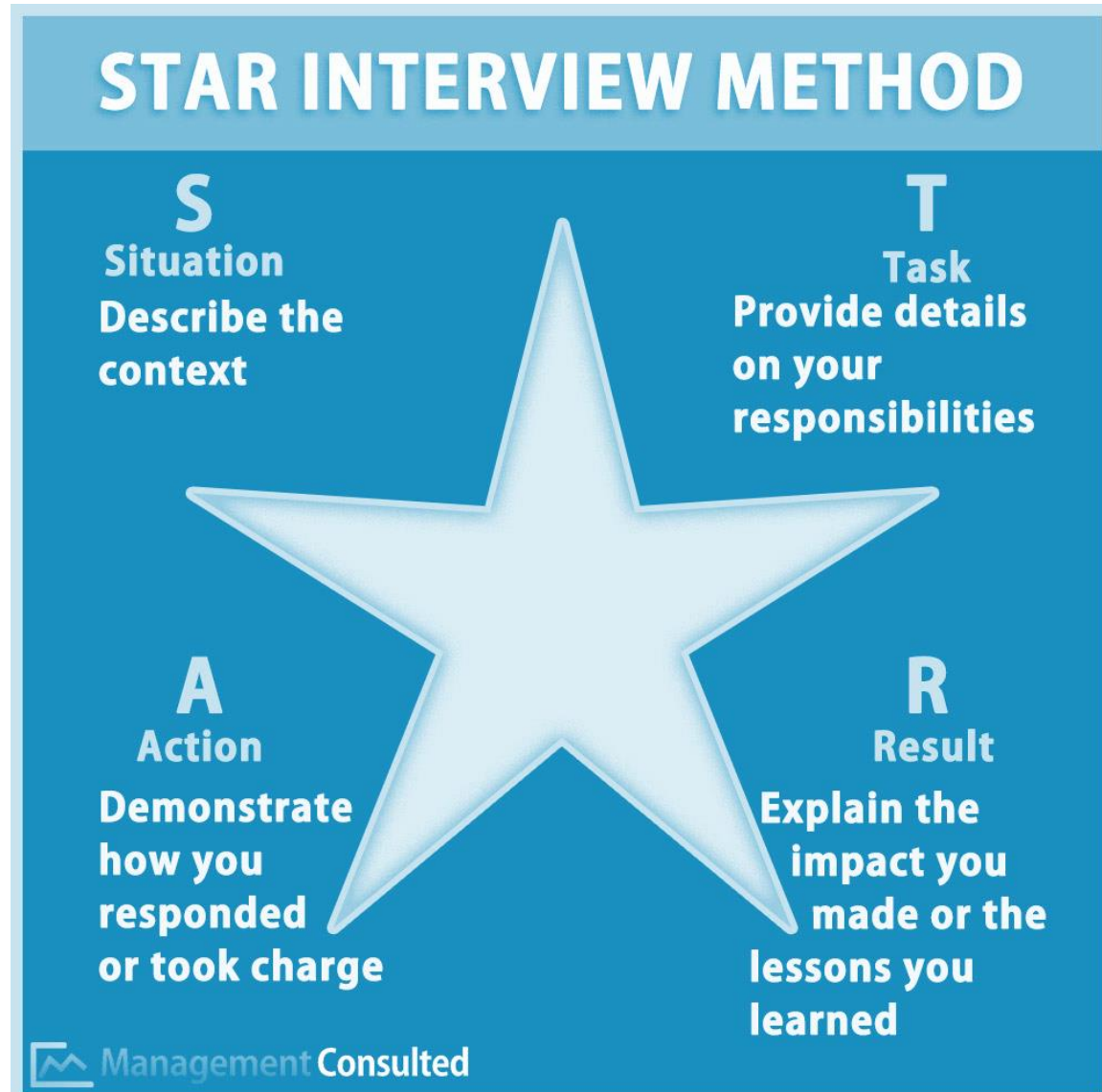
Often employers will ask you to talk about your character traits in an interview.

Think of your answer ahead of time by looking at this list of **top 10 traits** considered by employers:

- Attitude
- Ability to do the work
- Motivation & taking initiative
- Ability to grow in the job
- Self-confidence
- Leadership skills
- Social skills
- Team skills
- Compatibility
- Communication skills

STAR Interview Method

Use the **STAR method** to help you remember how to respond to interview questions.



Ask about the Job

When you are in an interview, it can be difficult to remember what type of question to ask the interviewer...

Think of a few questions ahead of time and practice:

- “Will you 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?”

Responding Positively

When asked the question of your **strengths & weaknesses**, it is often difficult to think of an answer

This question allows you to point out your good points without exaggerating & state your weakness in a positive way

Example of stating a strength:

“I am very organized & pay close attention to details.”

Example of stating a weakness:

“Sometimes I get so caught up in my work that I forget what time it is. My supervisor reminds me take my lunch break.”

MOCK INTERVIEW PREPARATION

Interview Practice

Interviewing well can take practice. You will have an opportunity to practice in class.

Review and Practice questions on the **Common Interview Questions** hand out

Conduct the **mock interview** with a peer or another volunteer

Interviewers use the **Mock Interview Form** from as a guide for asking questions and evaluating your resume

TASK COMPLETION...

Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

Log in with district ID# and password



[Naviance Student](#)

Complete the Task...

To complete the lesson task log into Naviance *Student*, click on **Planner > Tasks**.

Click the title of the task – **Complete Job Interview Reflection** to evaluate yourself on the mock interview.

