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| **Preparing for interviews can make all the difference!** | You application and resume/cover letter are just the “opening act” for your interview.  To make a good impression:   * Dress for success * Act professionally * Prepare and practice for interview questions |
| 1. Consider these tips when **preparing** for your interview: | * 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 |
| 1. Tips for **getting off to a good start** and making an impression in your interview include: | * 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 |
| 1. Interviewers often ask you about your character traits.   Be prepared ahead of time with your top traits and examples. | Top 10 traits considered by employers:   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 |
| 1. Interviewers will often ask if you have any questions. Prepare a couple questions to ask ahead of time. | * “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?” |
| 1. When asked about **strengths and challenges**, focus on presenting your answer in a positive way. | **Example of stating a strength:**  “I am very organized & pay close attention to details.”  **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.” |
| 1. Use the **STAR** method to help you provide complete responses to interview questions. |  |
| 1. Practice your interviewing in class: | * **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 |
| 1. Log into **Naviance** | **Username: district ID#**  **Password: district password** |
| 1. **Task Completion:** | Click on **Planner>Tasks**  Click the title of the task, **Complete Job Interview Reflection**. |