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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
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| 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
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| 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
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| 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
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| 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?”
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| 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.
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| 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
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| 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**.  |