

INTERVIEW TECHNIQUES

Congratulations on landing an interview! If you have gotten to this point the employer obviously thinks you may be a good candidate for the job! This is an opportunity for you to let the interviewer(s) know that you are the right person for the job. Here are some tips that will help you “close the deal!”

GOOD LUCK!

Employers judge candidates by their promptness, attire and communication skills. Below are a few tips to help you prepare for your interview.

ARE YOU INTERVIEW READY?

WHAT TO DO BEFORE YOUR INTERVIEW

- Know exactly where you are going, how to get there and who you are interviewing with
- Do not assume that the place of business is where the interview will be held
- Make sure your clothes are sharp, clean and prepared the day before your interview
- Know the route and how to get where you will be interviewing
- Have a one minute speech prepared about yourself and what you can contribute to the company
- Know at least three facts about the company and incorporate those facts into your interview
- Make sure you arrive 15 Minutes early
- Bring extra copies of your Resume and a reference sheet with you
- **PRACTICE! PRACTICE! PRACTICE!**

WHAT TO DO DURING YOUR INTERVIEW

- It's O.K. to be nervous
- Know the position you are applying for
- Greet your interviewer with a smile, eye contact and a firm handshake
- Sit and speak with poise and confidence

WHAT TO DO AFTER YOUR INTERVIEW

- Have 3 to 4 questions prepared for the employer
- Thank the interviewer for giving you the opportunity to interview for the position
- Ask when can you expect to hear back from them regarding their decision
- Send a thank you letter to the employer. It leaves a lasting impression

THINGS THAT WILL GUARANTEE YOU DON'T GET OFFERED THE JOB

Chew gum
Answer your cell phone
Arrive late
Bring a friend
Wear too much make up, cologne or jewelry
Dress improperly
Smell like cigarette smoke
Talk to the interviewer as if they were your friend
Show you have no enthusiasm for the job or company

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WHICH TEEN IS NOT "INTERVIEW READY?"



The person interviewing you typically starts off explaining what the position is all about and in some cases starts with asking you to tell them about yourself. This is where your 1 minute presentation about yourself comes in.

During an interview an employer will typically ask three types of interview questions:

- **Behavior Based Question:** A Behavior Based question asks you to describe your behavior.
- **Open Ended Question:** An Open Ended question requires you to answer a question with complete sentences instead of a one word answer such as "yes" or "no".
- **Hypothetical Question:** Hypothetical questions typically describe for you scenario and then asks what you would do in that situation.
- **Closed Question:** Closed questions typically require a one or two word answer

TAKE THIS QUIZ:

A.

How many years of experience do you have?
Have you ever worked for our company before?

C.

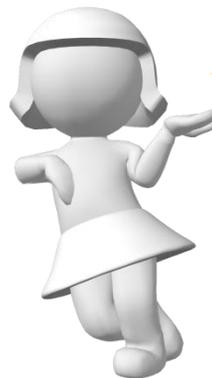
What would you do if...
What would happen if...

B.

Tell me about a time when you...
Describe a situation when you...

D.

What do you know about our company?
What are your strengths?
Why should I hire you?



HERE ARE SOME RESOURCES THAT WILL ASSIST YOU BEFORE YOUR NEXT INTERVIEW:

INTERVIEWING FOR A JOB - BY STUART B. SCHWARTZ
HOW TO GET A JOB IF YOU'RE A TEENAGER - BY CINDY PERVOLA
THE COMPLETE IDIOT'S GUIDE TO COOL JOBS FOR TEENS -BY SUSAN IRELAND

ANSWERS

- A: Closed
- B: Behavior Based
- C: Hypothetical
- D: Open Ended

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