**Interview Booklet – Video 5**

**Warning: Before filling in this document, save it. Open that document and then begin your work.**

A job interview is a conversation between an employer and a job applicant. The employer decides who to choose for an interview based on the applicant’s resume and/or possibly their job application. The intent of the job interview is to help the employer decide who he/she will hire.

**List 3 tips you would tell your friend who is going for an interview next week.**

**Videos: Job Interview Tips for Teens and 6 Tips for Your First Job Interview**

After watching the videos, list 3 things you learned from the two videos.

**Video: 10 Things never to say at an interview**

What three things stood out for you about what not to say at an interview?

**Video: Simple Way to Answer the Question “Tell me about yourself”**

Use the present, past and future formula to answer the question, “Tell me about yourself.” Write down your answer and share this with your network member.

**Video: Why should we hire you?**

After watching the video, decide on a place you would like to apply to for a job and write down how you would answer the question, why should we hire you?

**Video: What are your weaknesses?**

The purpose of this question is to see how you react to a challenge and what you do to make improvements. List a skill you are weak in and write down what you have done to improve.

**The video: “Top 10 Job Interview Questions”**

This video gives you 10 other questions that you might expect to be asked at an interview. List them in the space below.

**THE QUESTIONS BELOW ARE COURTESY OF YOUTH EMPLOYMENT SERVICES (YES) AND ARE NOT INCLUDED IN THE POWERPOINT**

1. **What is your greatest strength?**
2. **Why do you want to work in this field/this company?**
3. **What do you look for in a job?**
4. **Why did you leave your last job?**
5. **What would your former boss say about you?**
6. **Tell me about a time you worked as part of a team.**
7. **Have you ever had to deal with a challenging customer? What did you do?**
8. **Why should we choose you out of everyone we have interviewed?**

**THE QUESTIONS BELOW ARE ADDRESSED IN THE POWERPOINT**

**Video: Questions to Ask at the End of an Interview**

List 3 questions you are going to ask the employer at the end of your next interview.

**Video: Dressing for a Job Interview**

 After watching the video, check the clothes you already own and think about what you plan to wear to your next interview. Is there anything you need to buy or borrow? Write down what you plan to wear and be specific.

**Video: 5 Things to Bring to a Job Interview**

Based on your knowledge and the information presented in the video, what will you bring to your next interview?

In preparation for a job interview, think of a specific job with a specific employer. For example, a dishwasher at Smitty’s Restaurant or a retail clerk at Old Navy. Please list the 3 specific jobs with 3 specific employers that you are likely to apply for.

**Practice, practice, practice!**

Choose one of these jobs you have identified and prepare the answers for any 5 questions. Write the questions and your answers below.

**Video: What to do after the Interview**

Part 1:

The video gave you a list of 4 questions you should ask yourself after an interview. Write those questions down below.

 Part 2 – Reflection Activity

After your next interview, use the space below to answer those 4 questions. This is an important part in helping you succeed at future interviews.

**Additional Resources**

**INTERVIEW TIPS: BEFORE, DAY OF, DURING AND AFTER**

**This information is courtesy of:**

**MITT WORK SKILLS**

*Interview Skills Booklet*

**Before the interview:**

* Confirm time & date of interview
* Locate the building and where to park/bus
* Know the position title
* Review the actual job description
* Interviewer’s name/title
* Print off required documents
* If possible, get a good night’s sleep the night before
* Set aside the clothes you are going to wear

 **Day of the interview:**

* Dress appropriately for your field
* What to bring:
	+ 3-5 copies of your resume, references, pen and paper
	+ Ask your teacher or Career & Community Experiences Teacher if these are required: School transcript, work samples
* Read your resume just before the interview to:
	+ boost your confidence
	+ do a final rehearsal
	+ calm your nerves and focus
* Show up at least 10 minutes early

 **During the interview:**

* Maintain regular eye contact
* Be aware of non-verbal messages – fidgeting, body language, facial expression
* Be positive – take every opportunity to sell yourself!
* Offer info, but don’t monopolize!
* Be prepared to repeat info from your resume – don’t assume the employer knows
* Take a moment to think or ask for clarification – provide complete and relevant answers

 **Closing and after the interview:**

* Leave relevant materials with the employer
* Ask when you will be notified about the decision
* If unknown, ask if you can follow up
* Restate your interest in the position after asking questions
* If offered hand, shake firmly; or offer yours (not during COVID-19)
* Do something nice for yourself when you get home!
* Send a follow-up/thank you email (optional)

**INTERVIEW PROCESS**

Some things you should keep in mind when you are going to an interview.

* Do some research on the job and the work site.
* Know how to get to your work site and the name of the person who will be interviewing you.
* Be rested and alert.
* Arrive about 10 minutes early.
* Dress appropriately for the interview.
* Be neat, clean and well groomed. First impressions are very important.
* Smile and maintain eye contact.
* Be enthusiastic.
* Pay attention to your body language: Sit upright, relax, don't look at your watch and don’t fidget.
* Bring a notebook and pen, you may be asked to fill out a job application.
* Be prepared to ask the employer at least 3 questions. For example: What does a typical work week look like? What do you like about working here?
* TURN YOUR CELLPHONE OFF AND PUT IT AWAY.