

INTERVIEWS

Why do employers conduct interviews?

- They want to get to know you.
- They want to make sure you are a right fit for the job.
- They already think you are a promising candidate.

Preparing for an Interview

DO's:

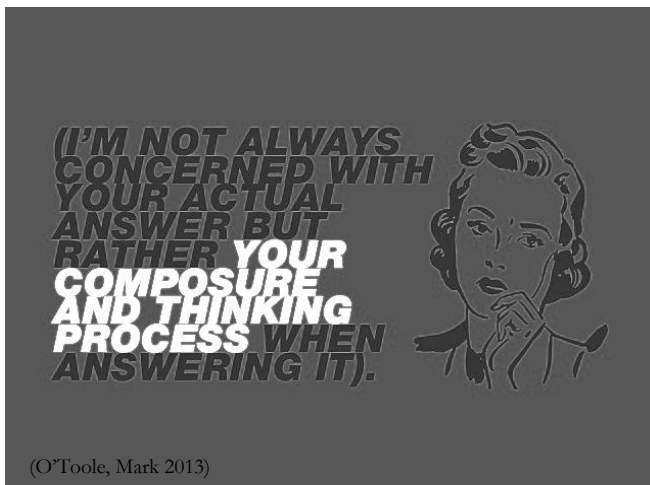
- Be at least 15 minutes early
- Research the company and prepare questions
- Learn the name of your interviewer beforehand if possible
- Smile and be enthusiastic!
- Give a firm handshake
- Maintain eye contact
- Be honest and respectful
- Speak slowly and clearly
- Ask the interviewer when you will hear from them again
- Ask for a business card
- Write a thank you note after the interview



("5 Things to Ask in an Interview 2013)

DON'TS:

- Don't be late
- Don't have a negative attitude
- Don't bring someone with you
- Don't play with your hair or clothes
- Don't slouch
- Don't give very short answers or very long answers (30-90 seconds each)
- Don't criticize others
- Don't discuss salary unless the interviewer brings it up
- Don't seem overly interested in breaks, vacations, or salary
- Don't ask "Will I get this internship?"
- Don't worry if you are nervous and the interview isn't perfect



INTERVIEW PRACTICE

- Please tell me about yourself.
 - Show confidence in yourself and your answers!
 - Start with: “My name is _____ and I am currently a junior at _____ High School. I am interested in _____.”
 - Choose two or three things to talk about (e.g. your favorite subject in school, your favorite things to do outside of school, your plans for after high school, or your dream career)
 - _____
 - _____
 - _____

- What are your strengths?
 - Demonstrate pride, reliability, and perseverance through challenges
 - Let them know what you’re good at
 - Always provide concrete examples
 - _____
 - _____
 - _____

- What are your weaknesses?
 - Tricky question! You can: use a minor skill that the job requires but could be framed as a developmental problem. For example, “I haven’t worked with Microsoft Excel before, but given my experience with other programs it shouldn’t take me too long to learn.”
 - Another option is to give a generalized answer that takes advantage of value keys. “I enjoy my work and always give a project my best shot. When sometimes I don’t feel others are pulling their weight, I get a little frustrated. I am aware of that weakness and I try to overcome it with a more positive attitude.
 - Another technique is to put it in the past. “When I first started filing, I made many errors, but after talking with my supervisor for clarification, I was able to improve my filing projects with little to no errors”
 - _____
 - _____
 - _____

- Why do you want this internship?
 - _____
 - _____
 - _____

- How has your education influenced your career path?
 - _____
 - _____
 - _____

- Can you tell me about one of your biggest accomplishments?
 - _____
 - _____
 - _____

- Do you prefer to work by yourself or with others?
○ _____

- What motivates you to do your best work?
○ _____

- Describe your ideal job.
○ _____

- Describe your ideal work environment.
○ _____

- If you do not receive this internship, what will you do? Or, how do you handle rejection?
○ _____

- Describe a situation in which your work/idea was criticized. How did you handle the criticism?
○ _____

- Do you have any questions for us? (Think of 1-3 for each interview!)
○ _____
○ _____
○ _____

HINT

You can find lots of ideas for questions just by running a google search.

It is also important to remember the name of the person interviewing you. During introductions, shake their hand and repeat his/her name.

THEN, ask for a business card so you can follow up with a thank you note or email!