

## Session: Interviewing (Job Seeking)

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### **Excerpts from: Alison Doyle CEO of CareerToolBelt.com**

### Here are a few questions an interviewer is likely to ask during an interview:

Why Are You Looking for a Job? (Seeking to develop skills, gain experience, and save for a car)

Why Are You Interested in Working for Our Company? (Always liked this company)

Why Should We Hire You? (Reliable, dependable, prompt, and courteous)

How Would You Describe Your Ability To Work as a Team Member?

What Has Been Your Most Rewarding Accomplishment?

What Are Your Salary Expectations? (Minimum wage in Texas: \$7.25 per hour)

**Practice your response to these questions.** Know the company you are interviewing with and have questions ready for your interviewer. This shows the interviewer that you have an interest in the company. Keep in mind that it never hurts to practice. Make sure you know who you are and what skill set you possess. And always be yourself - you want them to hire the real you, not a fake version of you.

## Tips for Handling a Job Interview

The key to successful interviewing for teens is to do exactly what a professional candidate for employment would do. That's the best way to make a positive impression on a prospective employer and to enhance your chances of getting the job.

**Be Prepared:** Don't just show up for the interview. The more information you have prepared in advance, the better impression you will make on the interviewer. Take the time to get working papers (if you need them) and references, before you start looking for a job. Do your research. Learn all you can about the position and the company.

#### Bring the following with you to the interview:

- Completed job application (if the employer doesn't have it already)
- Working papers
- References
- Resume
- Notepad / pen



**Be Polite:** It's essential to have good manners when interviewing. Shake your interviewer's hand. Make sure you listen carefully and thoughtfully to the interviewer. Don't sit until you are invited to. Don't slouch in your chair. Don't use slang or swear. Be polite, positive, and professional throughout the interview.

**Know Your Schedule:** Know what days and hours you are available to work, as the employer will almost surely ask. Flexibility is definitely an asset, because the more time you are available, the easier it is for the employer to set a work schedule. Also know how you are going to get to and from work.

**Be on Time:** Arrive at the interview site a few minutes early. If you're not sure where to go, get directions ahead of time. If you aren't driving yourself, make sure you have a reliable ride.

**Send a Thank You Note:** Take a few minutes to thank the person who interviewed you. If you have an email address, send an email thank you note, otherwise send a paper note thanking the interviewer for taking the time to meet with you.

**What to wear:** Keep your interview outfit casual, but not too casual. Showing up in jeans and a T-shirt may be comfy but doesn't give the best impression, even if that's what you'd be wearing on the job. Khakis and a nice collared shirt is always a good choice. If you're applying for a retail clothing store, avoid wearing clothing with a competitor's logo. A full suit is probably too much.

#### All technology off before you walk in the door!

Make sure your cell phone is off or in airplane mode before you interview. Nothing is more irritating or embarrassing than receiving a call in the middle of an interview. Also, make sure your alarm watch not set to alarm you during the interview.