

# The Interview

Here are some typical interview questions. Read them and think about your answers. Write down some ideas on how you think you would answer the question.

**Tell me about yourself?**

**What do you know about our company?**

**Why do you want to work for us?**

**What makes you more capable than someone else to fill our position?**

**Describe the most adverse situation that you have had to deal with in your personal or work/school life?**

**What are your weaknesses?**

**What are your strengths?**

**How do you think you can fit a job into your schedule?**

**If I spoke to your coach (or this could be counselor, teacher, volunteer coordinator), what would he or she say are your greatest strengths as well as your greatest weaknesses?**

**What are some of your favorite activities/sports/hobbies? OR What was the last book you read? OR Have you attended a play/movie/musical lately? If so, which one?**

**What are your future goals?**

**Are you flexible? Do you have any restrictions that would keep you from working evenings or weekends?**

# Checklist for the Interview

Before you go to your interview, review the following checklist. After an interview, review the checklist again. Did you:

- have your sample application complete and with you?
- arrive on time?
- dress appropriately for the interview?
- make eye contact?
- give a firm handshake?
- stay positive?
- stay truthful?
- stay calm?
- refrain from talking too much?
- listen carefully?
- remember the interviewer's name?
- ask for a business card?
- thank the interviewer and the receptionist for their time?

# Planning for the Interview

Planning for the interview is important for a successful interview. Assume you have an interview scheduled for June 15th at 4:30 p.m. and today's date is June 1st. It will take you 12 minutes to get there by car. Estimate the date or the time when you should do the following steps to prepare yourself for the interview.

Research the company \_\_\_\_\_

Get directions -- know where to go \_\_\_\_\_

Have sample application prepared \_\_\_\_\_

Pick out wardrobe \_\_\_\_\_

Get dressed/ready to go \_\_\_\_\_

Drive to the interview \_\_\_\_\_

The interview 6/15 at 4:00

Write and mail a thank you note \_\_\_\_\_

Telephone follow-up \_\_\_\_\_

**Other things you can do to prepare for the interview:**

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# Writing an Accomplishment Statement

List the skills that you feel you have. These can range from: good communicator, excellent reader, fast runner, good organizational skills, to anything you can think of that makes you feel good about yourself . Don't forget about the skills that friends, teachers and your family have told you they think you are good at.

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Now think about a job you want. What is it about you that makes you qualified? Why do you want it? Why would you be a good candidate for the job?

Using three of your skills, write an accomplishment statement about yourself to answer these questions. You may have to edit your statement multiple times to get it right. And you also may change it depending on the job for which you are applying.

Practice your accomplishment statement multiple times, in front of a mirror, in front of friends and with your family. Practice it until it feels natural and comfortable. You'll be well-spoken, confident and on your way to getting the job! (Remember: Try to keep it only 45 seconds to a minute long.)

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