



INTERVIEW SKILLS



**So, you have an
interview!**

**Let's learn what to... and
not to do, and how to be
prepared.**



WHAT IS AN INTERVIEW?

- A meeting between an employer and interviewee - the employer is trying to see if the interviewee is the right fit for the job.
- Having an interview means that the employer is interested in you, but does not mean that the employer has already decided to hire you.
- Employers often interview many candidates for the same job.
- Usually it is the best-prepared and most confident interviewee who ultimately lands the job.

A FEW EXAMPLE INTERVIEWS...



BRAINSTORM WITH A PARTNER

On a post-it note...

What are some things you think you **SHOULD** do in an interview?

On another post-it note...

What are some things you viewed in the previous video that you should **NOT** do in an interview?

WHY IS IT IMPORTANT TO PREPARE FOR AN INTERVIEW?

- Preparing ahead of time will minimize your anxiety and help you make a great impression.
- Employers are looking for candidates who are:
 - Organized
 - Prepared
 - Hardworking
 - Really want the job
- And that means candidates who take the time to think ahead about the interview



STEPS TO PREPARE

- Get all the facts
- Plan your clothing
- Research the employer/get to know the job
- Prepare answers for typical interview questions

HOW TO PREPARE FOR THE QUESTIONS

1. **You should know what kind of job you'd like**
 - a. Think of some potential positions you would like to have and write them down.
2. **Read through the questions provided** - these will be the questions asked on your interview day
3. Typically, interview questions are used to help **showcase you and your best attributes**. Think critically and provide detailed responses that show the best of you.

WORK TIME:



**START TO PREPARE YOUR
ANSWERS FOR THE
PROVIDED INTERVIEW
QUESTIONS**

INTERVIEW ETIQUETTE

- Arrive on time
- Introduce yourself and be polite
- Look people in the eye – shake their hand
- Use good body language – smile, nod, confirm that you hear them
- At the end of the interview, stand, thank them, and shake their hand