



## How to Prepare for an Interview: Tips for Teens

1. Know yourself! The more self-aware you are, the more comfortable and confident you'll be in job interviews.
  - a. Know your top strengths
  - b. Know your best skills
  - c. Know your biggest achievements (school, extracurricular, volunteering, etc.)
  - d. Know your hobbies and pastimes
2. Dress Professionally - present a positive image to the employer. Business casual attire should be appropriate. Examples of that include: a skirt or slacks with a blouse or button-down shirt and blazer or neutral cardigan should do the trick. The skirt or slacks and blazer should be a solid, neutral color, such as navy, dark grey, or black.
3. Put your smartphone on airplane mode/Do Not Disturb mode **OR** do not bring it with you inside.
4. Research the company you'll be interviewing for.
  - a. Check out the company's website
  - b. Read articles about the company
  - c. Check out company reviews
5. Know what hours you can work and be flexible.
6. During the Interview- watch body language, shake hands firmly (probably not during COVID), make eye contact, pay attention, be attentive, and look interested
7. Practice Interview questions and be prepared (sample questions below) - Practice with a parent, sibling, friend or educator.
8. Always write a Thank you note or email after your interview.

### Sample Questions:

1. Tell us about yourself.
2. Why should we hire you?
3. What personality qualities do you think have helped you get to where you are today? (initiative, reliability, coachability, confidence, ability to learn, problem solving skills, etc.)
4. Tell us about a time you needed to develop a process or procedure to get something done.
5. Tell me about a time when you had difficulty keeping a commitment. How did you handle it?
6. What stresses you out (at work, school, home, etc.)?
7. What accomplishment are you most proud of?
8. Why do you want to work in this field?
9. Describe a time you disagreed with a teammate or supervisor.
10. What are your strengths? Weaknesses?
11. What are your goals?
12. Why do you want this job?
13. What are your interests?
14. Tell us about a time you failed.
15. Do you have any questions for us? (come up with a few questions to ask in the interview)