



INTERVIEW TIPS FOR TEENS

Before the Interview:

- Know the job you're applying for:
 - What is the job description?
 - Do you understand all of it?
 - Do you have the skills required for the position?
- Do you have a resume?
 - If so: Have someone take a look at your current resume and ask for feedback.
- Demonstrate your worth
 - What will make you stand out from others applying for this job?
 - Can you provide real solid examples of success at your current job, school, or extracurricular activities?
 - No experience? Be creative!
 - Use school projects, extracurricular activities (Sports, clubs) or even hobbies as examples of:
 - Teamwork
 - Organization
 - Problem Solving
 - Persistence
- If you don't have a resume, you should prepare one. See our Guide to Preparing a Resume.

Standing out in an interview:

- Shake hands with the person/people you are interviewing with
- Smile!
- **Dress for success!**
 - Always over-dress for an interview.
 - It is not appropriate to wear jeans, t-shirts, or open toed shoes to an interview
 - Ladies:
 - No tank tops or exposed shoulders, cleavage, or midriff.
 - Dress conservatively; nothing sparkly or flashy. You want the employer to see who you are as a person and not be distracted by your clothing.
 - Limit the amount of jewelry and makeup you wear.
 - Gents:
 - Slacks, button up shirt, and a tie.
 - A jacket would complete the outfit but it is not necessary.
- **Research the company you are interviewing with**

One of the most common interview questions you will hear is:
"Why do you want to work here?" or "What do you know about our company?"



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- Show that your research was a mile deep not an inch deep.
- Show that you understand the company inside and out.
Some examples of what might be helpful to know about the company:
 - It's Motto
 - It's product and what makes them stand out
 - It's competitors
 - Recent news events
 - It's senior management and their history with the company
- Taking the time to know the company you are interviewing with will benefit both you and the employer. It can help you determine if this is the right job for you. If it is a company you'd want to work for, it demonstrates your interest and enthusiasm in the company – making the employer more likely to invite you to a second interview or hire you.
- Prepare some questions in advance to ask the interviewer
 - “What is your favorite part of working here?”
 - “What type of training is offered at this job?”
 - “What do you think is important for people to succeed at this job?”
 - “What is the most difficult part of this job?”
 - Contact us to go over the questions you have prepared to ask.

After the Interview:

- Shake hands with the person/people you interviewed with.
- Thank them for taking the time to interview you.
- Send a follow up e-mail:
 - In the e-mail reiterate your interest in working for them or let them know that it's not the job for you.
 - Include another 'Thank you' whether you are interested in working for them or not.
 - Check in again as a follow up (if you did not discuss a follow up day, usually check in in about a week

Example:

Dear _____

Thank you for taking the time to interview me today. It was really interesting and informative to hear about_____. Meeting with you today reaffirmed my interest in working for [company name]. I look forward to hearing from you.

Sincerely,
John Doe.



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DOS AND DONTS- Interview Etiquette

DO:

- Get a good night's sleep
- Show up 5 minutes early
- Slightly overdress
- Bring a resume, folder, note and pen
- Shake hands when greeting and leaving the interviewer
- Focus- keep eye contact, take notes
- Research the company
- Prepare questions for the interviewer
- Thank them for their time
- Follow up with a thank you note or e-mail

DON'T:

- Bring your cell phone
- Go to the interview hungry
- CHEW GUM!
- Dress flashy
- Slouch
- Swear
- Show up too early, exactly on time, or late
- Bring friends
- Be distracted
- Yawn
- Share too much personal information
- Drink an energy drink before the interview

Don't forget!

Teen Force

INTERVIEW TIPS FOR TEENS

E-mail, Phone, and Internet Etiquette

Check your e-mails daily

You must be able to communicate the way that hiring managers communicate

If it is hard to track you down or get ahold of you, employers will not go out of their way to do so. You must show that you are eager and interested in getting the job.

When writing e-mails:

- Always use a subject line.
- Use full sentences, correct grammar, and punctuation.
- Include a signature with your name and phone number at the end of each e-mail.
- Have a professional e-mail address.

Make sure your voicemail greeting is professional!

- Make it simple or just have an automated message
- no trick voicemails
- no music (as a ring back or a voicemail)
- CHECK YOUR VOICEMAIL** and respond as soon as possible.

Answering your phone:

“Hi, this is John”

Don't answer your phone if it's loud in the background and you can't talk.

Internet searches

-Many employers use the internet as a way to screen potential employees.

Some things to keep in mind:

- Google yourself
- Facebook and other social media websites content
 - Don't post things on Facebook/Twitter etc. that you wouldn't want an employer to see.