

# Interview

*tips*



**FOCUS**<sup>TM</sup>

## Top 10 Interview tips for teens

- what you need to know to land that job.

Never had a job interview or need to brush up on your skills? We've got the top 10 tips you should know before walking into the interview room – they may just land you that job!

### 1 Do your homework:

Yes, you have to do a little extra work before interviewing for a job. Researching the company you are applying to is essential to having a good interview. Employers will ask about their company and test your knowledge, so do yourself a favor and do some prep. It's also important that you know what job you are applying to; the worst thing you could say to an employer is, "what's the job again?" Here are things to read up on:

- A:** Read their website – a simple place to start is their 'About' page
- B:** Search the internet for any media coverage or articles about the organization
- C:** Visit their social media outlets – get a feel for the company's language
- D:** Read some articles from their blog (if they have one)

### 2 Dress:

Do not, I repeat, do not show up in sneakers to any interview. First impressions are very important at interviews, so dress accordingly. Dress pants, skirts, shirts or sweaters are all welcomed at interviews and casual clothing is often viewed as inappropriate. Most of us have some form of work clothing in our closets, it's just a matter of pulling the pieces together (ask your parents for some help if you're stuck!).

### 3 Resume:

Remember to bring extra copies of your resume to the interview. Sometimes, the person interviewing you may not have seen your resume or there may be extra people sitting in on your interview. Carrying a few extra copies of your resume could make or break your interview – so just bring them along!

### 4 Punctuality:

This is a big one to remember – don't be late! At all costs, try to make it to the interview on time. What you display to your interviewer is all they know about you; so showing up even 5 minutes late looks really bad. Another thing people don't realize is that being super early may not work in your favor either. Some employers get annoyed if candidates arrive 30 minutes early; so what's the best time to arrive? 10 minutes before your interview. Aim for that time and you're in the clear!

### 5 Language:

OMG.WT F. YOLO. Like. For Realz. Tots....etc. Are all words you should NEVER use in an interview. This is considered casual, not professional, language and could have serious implications on your 'hired' status. Try using more professional words and phrases that showcase your maturity and ability to communicate in a work environment. Oh, and swearwords (in every language) are never to be used. **Ever.**

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## 6 Skills:

It's important to leave an impression on your interviewer. Make sure when answering questions that you highlight your skills and how they connect to the job at hand. Spelling out 'why' or 'how' you may be useful to an employer is a valuable tactic in interviews. Remember, you've got to make yourself stand out from the crowd and emphasizing your valuable skills can never hurt. (Confidence is key!)



## 7 Connect:

Try to connect with your interviewer. If they seem intrigued about some of your extra-curricular activities, keep talking about them! Interviewers want to know they are hiring someone with ambition and motivation; the more you're involved in, the better it looks to an employer. Talk about your volunteer work, sports, hobbies, and things you enjoy doing - it makes you more human to your interviewer.

## 8 Ask:

Engage with your interviewer and ask them questions about the company. Everything is noted in interviews and it's important that you make an effort to show you care. Here's a tip: brainstorm your questions prior to being interviewed; this way you look prepared and ready for the interview.

## 9 Tough love:

Be ready for the tough questions that may make you think. Here are some common questions that throw everyone off their game:

- A:** What's your biggest flaw?
- B:** Why should I hire you over everyone else?
- C:** If an employee stole from the company, what would you do?
- D:** Can you tell me about a time you failed or did something bad?
- E:** Where do you see yourself in five year?

## 10 Follow up:

The follow-up email is a simple task that is often forgotten by job applicants. Sending a follow up email, about 4 working days after an interview, demonstrates to an employer that you are sincere about working at their company (and could jog their memory about who you are). So what should you write? A simple paragraph addressed to your interviewer stating your continued interest and that you appreciated them taking the time to interview you. (keep it simple)

