

## **JOB TIP INTERVIEWS FOR TEENS**

### **Preparation:**

- Learn about the organization.
- Have a specific job or jobs in mind.
- Review your qualifications for the job.
- Prepare answers to broad questions about yourself.
- Review your résumé.
- Practice an interview with a friend or relative.
- Arrive before the scheduled time of your interview.

### **Personal appearance:**

- Be well groomed.
- Dress appropriately.
- Do not chew gum or smoke.

### **The interview:**

- Relax and answer each question concisely.
- Respond promptly.
- Use good manners.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use proper English—avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest.
- Ask questions about the position and the organization, but avoid questions whose answers can easily be found on the company Web site. Also avoid asking questions about salary and benefits unless a job offer is made.
- Thank the interviewer when you leave and, as a follow-up, in writing.

### **Test (if employer gives one):**

- Listen closely to instructions.
- Read each question carefully.
- Write legibly and clearly.
- Budget your time wisely and don't dwell on one question.

### **Information to bring to an interview:**

- Social Security card.
- Government-issued identification (driver's license).

- **Résumé.** Although not all employers require applicants to bring a résumé, you should be able to furnish the interviewer information about your education, training, and previous employment.
- **References.** Employers typically require three references. Get permission before using anyone as a reference. Make sure that they will give you a good reference. Try to avoid using relatives as references.
- **Transcripts.** Employers may require an official copy of transcripts to verify grades, coursework, dates of attendance, and highest grade completed or degree awarded.