



STUDENT PACKET

Preparing for an Interview

Name: _____

Date: _____

Period/Block: _____

Part 1: Tips for Speaking Professionally

Questions & Keywords	Notes
1. Know Your Audience	
2. Smile	
3. Speak Slowly & Clearly	
4. Eliminate "Filler" Words	
5. Know Your Terms	
6. Breathe!	

Part 2: Job Interview Best Practices

Use the Search function on CareerVillage.org to read through questions that have been previously posted (and answered) about the interview process. When searching, use #hashtags to identify keywords or phrases that specify what you are searching for (ex: #Interview-Questions).

TABLE A

Information to Research	Research Notes (Day 1)
Common Interview Questions	
Questions To Ask An Employer	
Interview Tips	

Part 3: Find Your Job Posting

Think about a job you could apply for **now**. Depending on what type of job you want to look into today, use the various sites to find one posting that you're interested in and would like to practice interviewing for.

When you find a job posting you are interested in:

1. Email the link to yourself so you can print it later or copy and paste it into a document.
2. Leave the posting up for you to use in Part 4.

Places to look:

- Facebook groups
- www.snagajob.com
- www.indeed.com
- www.monster.com
- www.linkedin.com

Part 4: Create Responses Based on Your Job Posting

1. Review the questions you identified in **Table A**. Today you will create responses to these questions based on your job posting. Write your responses in **Table B**.
 - Try to address as many of these based on your life experiences (other jobs, school, extracurriculars, family life, etc.).

Job Title: _____

Employer: _____

TABLE B

Your Research	Responses Based on Your Job Posting (Day 2)
<p>Common Interview Questions</p> <ol style="list-style-type: none">1. Review Table A2. Tailor answers here based on your job posting3. Tailor answers to include skills in the job posting	<p>Interview question: My answer:</p> <p>Interview question: My answer:</p> <p>Interview question: My answer:</p>
<p>Questions To Ask An Employer</p> <ol style="list-style-type: none">1. Do some research about the business2. Come up with questions to ask, specific to this employer and posting.	