

Let's Get Ready to Interview!

To interview you first need to choose a field, company, and position you would like to apply for.

Your homework:

- Research available jobs in your community to “apply” to.
- Pick one that you will interview for.
- Research the company, who you might potentially interview with (even if it is just a position title, not an actual person), and where it is located.
- Using the list of “Common Interview Questions” on page 3, add 3-5 additional questions specific to the job you chose that your interviewer might ask.
- Practice answering each question on the list and take notes about what information is important for you to include.
- Using the list of “Sample Interview Questions to Ask the Interviewer” add 2-3 questions to the list specific to the job you chose.
- Read the “5-Part Interview” and be ready to complete each step for your chosen job.
- Read the “Mock Interview Evaluation” to know how your mock interview will be assessed.
- Come to class ready to interview on _____

Some possible places to look for available positions:

- Nike Internship:
https://jobs.nike.com/internships?jobSearch=true&jsBrand%5B0%5D=Nike&jsKeywords%5B0%5D=internship&jsLocation%5B0%5D=6252001&jsOffset=0&jsSort=posting_start_date&jsLanguage=en
- Indeed.com
- Your Favorite Restaurant’s website
- City of Portland <https://www.governmentjobs.com/careers/portlandor> (You could find this for Beaverton, Tualatin, etc.)
- Your School District <https://www.parkrose.k12.or.us/jobs> (Here is Parkrose’s, but all districts have a specific list for their needs)
- Intel - <https://jobs.intel.com/en/internships>

Be Creative! If you’re interested in working in a specific field – start researching and go for it! For our mock interviews, go for any job that sounds interesting - don’t let education, experience or age stop you from applying!

THE 5-PART INTERVIEW

1. Before the Interview

- **Do your homework.** Before the interview, find out as much as you can about the company/organization. Do an internet search to find what services or products the company provides. Try to find the company's culture and long-term goals. Talk with current employees to learn more about the company.
- **Know where you are going.** Make sure you know where the company is located.
- Arrive **5-15 minutes early**. Do not arrive too early, but do not arrive late, either.
- Be prepared for the interview. **Bring extra copies of your resume, a pen, and questions for the interview.**
- **Do not bring your phone**, or at the very least make sure the phone is silent.
- **Dress for success.** As a rule, dress one or two steps above the position you are applying for.

2. The Start of the Interview (Beginning)

- **Inform** the secretary/receptionist that you have an interview, whom it is with and the time of the interview
- **When meeting the interviewer**, look them in their eyes, shake hands firmly, introduce yourself, smile and be confident.
- Keep communication **positive**. Watch your **posture**. Let the interviewer lead the interview. Remember to **SMILE**.
- **DO NOT** chew gum, curse, fidget, etc.

3. The Interview (Middle)

- **Stay positive** and keep good posture and body language.
- **Know your resume** well and be prepared to answer questions.
- Express your **willingness to learn**.
- Be **thorough with your answers**. Be prepared to give examples. If you do not understand the question, ask the interviewer for further explanation.
- **It is okay to take a moment** to organize your thoughts before answering difficult questions.
- You **do not need to answer illegal questions**, such as questions relating to your age, religion, race, ethnicity, or marital status.
- **Don't** focus on your weaknesses or your negative attributes, criticize former employers, discuss personal issues, or talk about salary/benefits unless initiated by the interviewer.

4. The Interview (End)

- **Ask job-related questions** you prepared for the interview.
- If offered the job immediately, **be prepared to discuss salary, benefits, and work hours**. You do not need to give them an immediate answer.
- If you are told you will be contacted, ask **how long it will be**.
- **Thank the interviewer** for their time and reiterate your interest in the company/organization.
- **Shake hands firmly** on the way out.

5. The Follow-up

- Send the interviewer(s) a **thank you letter** soon after the interview.
- **Follow up** with the company a week or two after the interview to see if they have made a hiring decision. Remember to keep it professional.