Acing the Interview

BACKGROUND
An interview is a two-way exchange, a conversation, in which both participants have some goals. The interviewer wants to select the best candidate(s) for the position. The interviewee (that’s you) wants to determine if the position offers he/she the desired opportunities (example, is this something you want to do?).

One of the biggest mistakes in interviewing is not being prepared. Understand that interviewing is a skill; as with all skills, preparation and practice enhance the quality of that skill. Preparation can make the difference between getting the position and getting rejected.

WHAT TO DO
Activity:
- Lead a discussion with participants using these questions:
  - What positions types of positions have you been required to for in the past?
  - Why have those positions required an interview?
  - Did you prepare for those interviews? If so, how?

TALK IT OVER
Reflect:
- Review basic interview skills with participants.
  - Be Prepared
    - Research the company or position before the interview.
    - Practice by developing answers to potential interview questions. Practice with a friend.
  - Be Engaged
    - Arrive 5-10 minutes early
    - Be friendly and courteous
    - Turn off cell phones
    - Don’t chew gum
    - Avoid nervous habits (hair play, finger tapping)
    - Use Appropriate Body Language
    - Avoid crossing your arms & slouching in your seat
    - Make eye contact
Be Sure to Follow-up
- Consider sending a thank you note after a job interview to reiterate your interest in the job.
- Have appropriate phone messages and email addresses.

Apply
- Ask participants to begin completing (as time allows) the *Acing the Interview Worksheet*. Have participants select a partner and practice asking/answering interview questions. Practice together.

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.
Acing the Interview Worksheet

Position you will interview for:____________________________________________________

• Tell me a little about yourself

• What interests you about this position?

• Tell me about a time when you had to work as part of a team? What was your role & how did you accomplish it?

• Have you ever had a difficult situation with a co-worker or another student at your school? How did you handle it?

Develop one of your own questions for this position with your answer to the question.

• Question:

• Answer: