Preparing for Interviews: Jobs and Colleges.

**Steps:**

1. Prepare answers to common questions
2. Practice and Record yourself answering the questions
3. Practice with a friend, teacher, coach
4. Select interview appropriate clothing (clean, properly fitting clothing, business casual generally)
5. Get your camera and background ready if it is a virtual interview (practice logging in and out)
6. Sit up straight, silence your phone, and listen
7. Have a good attitude
8. Bring a pen and notebook to take notes
9. Practice going to the site so you know how to get there
10. Shower, don’t wear perfume/cologne, rehearse and focus before you go in
11. Smile and breathe - take your time answering questions
12. Reflect

This week, we focus on Questions:

**Questions typically Asked:**

1. "Tell me about yourself and why you want to work here (or go to school here)."
	1. Start your name
	2. Your background
	3. Your goals
2. "What motivates you?"
3. "What is something you're good at?"
4. "What is one of your strengths?"
5. "What is one of your weaknesses?"
6. "Why do you want to work here (or go to school here)?"
7. "Do you have any questions?"
8. "Tell me about a time where…. how did you handle that?" (setting should be in public)

Check out the following as well:

https://www.onetonline.org/