**Goal: Preparing for Interviews: Jobs and Colleges.**

**This topic will be covered and practiced throughout the course.**

**Instructions:**

1. Download a copy of this document for yourself
2. Read entire document and complete Section II
3. We will go through the steps and may repeat a few of them to get practice in
4. Also check out: <https://www.onetonline.org/>

**Section I:** Steps to preparing for interviews.

Interviews are like mini-performances; preparation for them is a key to doing well. Here are some steps you can take:

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 Preparing answers to Common Questions:**

**Section II**: Common Questions, Reasons for the Questions, Your Answers

1. "Tell me about yourself and why you want to work here (or go to school here)."
   1. Type your answers to the following:
      1. Start your name
      2. Job or School you are applying to or want to apply to:
      3. Your background
      4. Your goals
      5. What do you know about the place you are applying to?
2. "What motivates you?"
   1. Reasoning behind this: To see if the job is a good fit for you; to see if who you are and what motivates you
   2. What motivates you, Your Answer:
3. "What is something you're good at?"
   1. Reasoning: What skills might you bring to the table
   2. "What is something you're good at?" Your Answer:
4. "What is one of your strengths?"
   1. Reasoning: What additional information related to skills you might have
   2. "What is one of your strengths?" Your Answer:
5. "What is one of your weaknesses?"
   1. Reasoning: What might hold you back; what you might need help with; who you are and if you’re a good fit
   2. "What is one of your weaknesses?" Your Answer:
6. "Why do you want to work here (or go to school here)?"
   1. Reasoning: They want to know if you have researched, “did your homework” on the place
7. "Do you have any questions?"
   1. Reasoning: Have you really thought about this and who they are?
8. "Tell me about a time where…. how did you handle that?" (setting should be in public)
   1. See how you respond; sometimes they like to see a STAR method of responding (<https://www.algonquincollege.com/coop/2016/08/09/using-star-method-ace-interview/>)
   2. Don’t answer this just yet… I’ll work with you on this over the term.