



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
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Teen Job Interview Tips

So you've found a great job, applied for it and now it's time for the interview! How are those butterflies in your stomach? Not so good? It's OK, we're here to help. Here is some advice to help calm your nerves and get you prepared for your interview.

Don't be late for the interview!

Punctuality is very important when arriving to an interview. This is the first impression the employer gets, and if you're late, it gives the impression that you don't value the interviewer's time. Even arriving five minutes late can lose you the job – we're not kidding. Arriving 10-15 minutes early, on the other hand, will give you time to prepare. Be sure you have directions and you know how to get to your interview location. If you're unsure, go the day before to make sure you know how to get there.

Dress up for the interview

Keep your interview outfit casual, but not too casual. Showing up in jeans and a T-shirt may be comfy but doesn't give the best impression, even if that's what you'd be wearing on the job. Khakis and a nice collared shirt, or a tailored top and (not mini) skirt are always a good choice. If you're applying for a retail clothing store, avoid wearing clothing with a competitor's logo. A full suit is probably too much, unless you're applying for an office support job or a prestigious internship.

Prepare, prepare, prepare

Did we mention prepare? Know the company you are interviewing with and have questions ready for your interviewer. This shows the interviewer that you have an interest in the company. Keep in mind that it never hurts to practice. Make sure you know who you are and what skill set you possess. And always be yourself – you want them to hire the real you, not a fake version of you.

Be aware of your body language

When you're nervous, do you tend to rub your arm? Jiggle your foot? Or click a pen? You are going to drive the interviewer crazy if you do any of those things! At the job interview, do your best to keep still, sit up straight and look the interviewer in the eyes. You want to appear calm and in control.

Know the questions you might hear

Tell me a little about yourself. This is always a tough one, because you ask yourself, "What do they want to know?" Focus on your skills, abilities and your interests. The interviewer wants to know about you and what your plans are for the present and the future. Definitely don't start talking about your childhood, the music you like, your soccer trophies or anything else that's not relevant to the job. Remember to keep the answer brief, because it can set the tone for the rest of the interview.

Why do you want to work for us? Here's your chance to tell the interviewer why you chose to apply for the job. Don't say because of the pay. This is your opportunity to talk about why you think you'd fit in really well and what you could bring to the team.

What extracurricular activities do you participate in? This is your chance to talk about you and show your personality – but again, keep it short! Your extracurricular activities should reflect your best traits and your interests.

Why should I hire you? Be honest. Let the interviewer know why you are the best for the job. This is your chance to sell yourself and set yourself apart from the other job candidates.

That's it! Just keep our rules in mind and you'll be sure to impress. Good luck on your interview – and don't forget to let us know how you snagged a job!

The first time you go into an interview can be an intimidating experience. Remember, though, this is a rite of passage that every teenager must endure. Even more, the person sitting across the table has almost definitely been in the other chair, sweating and nervous as they try to attain their first job. Below, we've listed some tips for doing great on your first interview.

Dress to Impress: You don't have to wear a business suit, but you should take the time to prepare clothing that presents your best side. Think business casual; for guys, a pair of slacks and a collared shirt works well, and girls can't go wrong with a skirt and a nice sweater. If you're not sure how dressed up to get, err on the side of caution and dress up, rather than down.

Arrive Early: Plan to get to the interview at least 15 minutes early. Aside from the obvious negatives that go with showing up late, if you're hurried on the way to the interview, it will only add to your stress level. Make sure you have the proper amount of time to get there safely, taking into account things like traffic and the walk over from your car. There's nothing wrong with getting there a little early.

Practice Before the Big Day: Enlist a friend or family member to act as the interviewer. Draw up a list of the possible questions they might ask, and run through the answers a few times to get comfortable. It's a great idea to start this the week before the interview itself, instead of trying to cram it all in the hour before the big event. If certain sections of the interview are giving you problems, run through them multiple times to get a good grip.

Bring Multiple Copies of Your Resume: This is a great way to show a potential employer that you're responsible and prepared. Rather than having to shuffle papers across a desk, bring a couple of copies so that you can consult your CV at the same time as the interviewer.

Maintain Composure: There's nothing more unnerving than an interviewee who can't sit still. Don't fidget, don't cross and uncross your legs throughout, just relax. Maintain good body posture, and you'll convey confidence and self-respect, two things that any boss is sure to appreciate in an employee.

Take a Deep Breath: During the interview, if you feel yourself starting to lose control, just take a deep breath and compose yourself. There's no reason to feel anxious; even if you don't get this job, there are plenty of opportunities down the road, and now you'll be much better prepared.

Interviewing is a skill that you'll have to embrace as you move through life, so why not start early? By embracing the tips above, you'll have a great head start on the interviewing process, and you'll be much more likely to get that job that you've been dreaming of.