

# INTERVIEW PREPARATION TIPS

## INTERVIEW BEHAVIOR



- Arrive early for the interview
- Wear appropriate clothing and has good personal hygiene
- Refrain from chewing gum or smoking/vaping
- Let the interviewer guide the interview
- Be a good listener
- Refrain from being too “chatty”
- Show interest in the job itself, not just how much it pays
- Answer questions in with specific examples
- Promote yourself in an appropriate, not overly strong manner
- Be positive and demonstrate confidence
- Articulate qualifications clearly
- Demonstrate knowledge of the company
- Ask appropriate, relevant questions
- Demonstrate listening skills and refrain from talking too much
- Keep emotions, especially negative ones, out of the interview
- Close the interview nicely
- Follow up on the interview

## PRACTICING YOUR ANSWERS:

To be prepared for the types of questions interviewers might ask, practice answering these questions:

- What are your plans for the future?
- Why did you choose this field for a career?
- What are your occupational (work-related) skills?
- What do you believe to be your best work in school?
- In what school activities did you participate?
- What kinds of activities fill your spare time?
- What are your hobbies?
- Do you have a good school attendance record? Tardy record?
- What do you know about this company?
- Do you prefer working in a team or alone?
- What are your future education goals?
- Can you give examples of how you are dependable and responsible?
- In what way do you influence your friends?
- What are your strengths and weaknesses?
- Why should I hire you?



# INTERVIEW PREPARATION TIPS



## PRACTICING ASKING GOOD QUESTIONS:

Interviewers might ask if you have any questions for them. To be prepared, practice asking these questions:

- How would you describe a typical day for the person doing this job?
- What are the most challenging aspects of this job?
- What is the critical responsibility of this position?
- What are the ideal skills and competencies required for this position?
- How will performance be evaluated, and by whom?
- What credentials are required for this industry?

These interview Preparation Tips Based on the Career and Technical Education  
Work-Based Learning Guide from VDOE (2014)