



Interview Skills

Materials:

- Worksheet

Brainstorm

Think about the career you might be interested in pursuing. Imagine that you are sitting in front of someone who wants to hire you for a job in that career field. They ask, “Describe yourself in three words.” What three words would you choose? Why?

Discuss

In order to be considered for a role on the Executive Board of a club, as a volunteer of an organization, or for a job, you will need to learn how to interview with the person in charge. An interview is a way for the person who is making the decision to get to know you and how you might act in a certain situation. Developing the skills that enable you to communicate your best qualities takes practice. You will need to learn how to write questions in advance, maintain eye contact, answer follow-up questions, and develop open-ended questions.

Dive in!

Watch this [video](#). Take notes on the seven interview tips that Anthony shares with you. Which do you think will be the easiest for you to do? Which will you have to practice in advance?

Activity

There are many types of interview techniques. Some examples are traditional, serial, and behavioral to name a few. Today we'll focus on behavioral. A behavioral interview is a popular interview technique employers use to assess job candidates based on their past behavior. They are used to determine whether you'd be a good fit for the job. For example, an interviewer might ask you, “Describe a time in your life where you made a mistake. How did you handle it?” The STAR interview method is a technique you can use to prepare for behavioral interview questions. STAR stands for situation, task, action and result. Here is an [infographic](#) that explains how the method is used. This method will help you prepare clear and concise responses using real-life examples.



High School

Besides using the STAR method, it is also important to practice your interview skills.

1. Write down some potential interview questions.
2. Then answer those questions.
3. Write down at least one question that you would like to ask your interviewer about the position you are applying for. For example, what does a typical shift at the dog shelter look like? If I do really well in this position, what can I expect to learn next? Think of another question in addition to these two.
4. Find a partner and practice introducing yourself . You should grasp your partner's hand firmly, look them in the eye, and say, "Hello, my name is _____. It's nice to meet you." Then release your hand.
5. Your partner will begin asking you questions. Take a moment to think about the question, and then answer it to the best of your ability. If you are not sure about the answer, it is fine to say, "I'm not sure, but I'll look into that and get back to you later".
6. At the end of the interview, ask your question to your partner.
7. Thank your partner for the opportunity to interview.
8. Then collect some honest feedback from your partner. Your partner should tell you if you forgot any steps, how they felt about your answers, whether you seemed comfortable.

You can stand in front of a mirror, record yourself on Flipgrid, or partner with a friend to practice answering questions. The more you practice, the more confident you will be in your interviewing skills, and the more likely you are to get the job!

Reflect

Look back at your interview.

1. How useful were the questions that you prepared? Did they help you to answer questions during your interview?
2. What parts of the interview did you feel you were successful in? Why?
3. What parts of the interview did you struggle with? What can you do to feel more comfortable in the future?
4. How helpful was the feedback you received after the interview? What can you take away from this activity that will help you in a real interview situation?



High School

Extend and Enrich

To practice interview skills, and to enable them to learn more about different careers, ask your students to interview a family member, neighbor, friend, teacher, or trusted adult about their career. Each student should write the interview questions in advance, and perhaps have them approved by you. Then each student should schedule and conduct an interview. After the interview is completed, they can share the interview or just a reflection with you.

For Further Study

<https://www.indeed.com/career-advice/interviewing/how-to-use-the-star-interview-response-technique>

<https://www.edutopia.org/article/learning-interview-builds-range-communication-skills>

<https://www.themuse.com/advice/star-interview-method>

Professional Development

When was the last time that you interviewed for a new position? If it's been a while, the interview process has changed dramatically in the past few years. Speak to a colleague that has been through an interview and ask them to discuss the process. Even if you just interviewed recently, it is still insightful to hear about someone else's experience. If you are not comfortable sharing with a colleague, there are plenty of resources available:

- <https://resume.io/blog/interview-skills-hired>
- <https://www.simplilearn.com/job-interview-statistics-article>
- <https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>
- <https://www.linkedin.com/pulse/top-5-interview-tips-candidates-2022-equitasapp-1e>