

PRIME INTERVIEW TIPS & QUESTIONS

1. Review Common Interview Questions and Prepare Responses.

Your goal is composing detailed yet concise responses, focusing on specific examples and accomplishments. A good tool for remembering your responses is to put them into story form that you can tell in the interview. No need to memorize responses (in fact, it's best not to), but at least develop talking points

Typical interview questions. . .

- Can you tell us a little about yourself?
- What career fields are you interested in?
- What are your career goals for the next three to five years?
- What do you like to do? Do you have any hobbies?
- Give me an example of something you had to learn that was difficult. How did you overcome the difficulty?
- What are you doing this summer?
- Do you have transportation to your work site? How?
- Have you ever worked before? If so, where?

2. Dress for Success

Plan out a wardrobe that fits the organization and its culture, striving for the most professional appearance you can accomplish. Remember that it's always better to be overdressed than under — and to wear clothing that fits and is clean and pressed. Keep accessories and jewelry to a minimum.

3. Arrive on Time for the Interview

There is no excuse for ever arriving late for an interview — other than some sort of disaster. Strive to arrive about 10 minutes before your scheduled interview to allow yourself time to get settled. The day before the interview, pack up extra copies of your resume and/or reference list. Finally, remember to pack several pens and a pad of paper to jot notes, and as you get to the offices, shut off your cell phone.

4. Make Good First Impressions – to Everyone You Encounter

A cardinal rule of interviewing: Be polite and offer warm greetings to everyone you meet. Keep in mind that first impressions can make or break an interview. Make a strong first impression by dressing well, arriving early, and when greeting your interviewer, stand, smile, make eye contact, and offer a firm (neither limp and nor bone-crushing) handshake. Remember that having a positive attitude and expressing enthusiasm for the job and employer are vital in the initial stages of the interview.

5. Be Authentic, Upbeat, Focused, Confident, Candid, and Concise

The key to success is the quality and delivery of your responses. Your goal should always be authenticity, responding truthfully to interview questions. At the same time, you'll want to provide focused responses that showcase your skills, and

experience. Provide solid examples of solutions and accomplishments — but keep your responses short and to the point.

6. Remember Body Language

While the content of your interview responses is paramount, poor body language can be a distraction. Effective forms of body language: smiling, eye contact, solid posture, active listening, nodding. Detrimental forms of body language: slouching, looking off in the distance, playing with pen, fidgeting in chair, brushing back hair, touching face, chewing gum, mumbling.

7. Thank Interviewer(s) in Person and/or by Email

Common courtesy and politeness go far in interviewing; thus, the importance of thanking each person who interviews you should come as no surprise. Start the process while at the interview, thanking each person who interviewed you. In some situations, a follow up email after the interview is also appropriate.

Hansen, R. S. (2016). 10 best job interview tips for job-seekers. Retrieved August 31, 2016, from <https://www.livecareer.com/quintessential/job-interview-tips>

Hopefully these suggestions will help you with your interview! I look forward to working with each of you on your PRIME internship!

Erik Healey
Assistant Principal
Arlington Career Center