



Transition Newsletter

April 2024



Nailing the Job Interview

You found a job of interest, submitted an application, and now you are asked to come in for an interview. Here are some tips you should consider so you feel confident at one!

Look at the Job Description

This will refresh your memory about the tasks and skills the business is hiring for so you can prepare responses. For example—if the description says “works well in a team”, you can give an example of how you have worked with a team in the past to show them you are fully capable of doing it again!

Practice, Practice, Practice!

While we can't guarantee that you will be asked any of these questions, you can brainstorm responses so you feel more prepared for questions they do ask!

1. Tell me about yourself.
2. Why should we hire you?
3. What is your greatest strength?
4. What is your greatest weakness?
5. Why do you want to work for us?
6. Why did you leave your last job?
7. What is your greatest accomplishment?
8. Describe a difficult work situation and what you did to overcome it.
9. Where do you see yourself in 5 years?
10. Do you have any questions for me (the interviewer)?



Contact me so we can schedule a mock interview to practice your responses!

Dress to Impress

What you wear to an interview is the first impression you make so take your time to look your best. Dress nicely in clean clothes with no rips or stains. Avoid shorts, tank tops and short or flashy skirts and dresses. A polo or button-up shirt with black or khaki pants is a good go-to outfit for interviews. Depending on the employer, you may be asked to interview when you drop off the application so be sure you are dressed appropriately in case that happens.

Make a Good Impression

Introduce yourself and shake hands with the interviewer. Smile, speak clearly, and make eye contact. Be prepared to answer questions about your skills, personality, and past experiences relating to the position. Be prepared to answer questions about how you would handle certain on-the-job situations, like “How would you deal with an angry customer?” Consider bringing a notebook with questions you have about the job.

Follow Up

A day or two after the interview, send a short email, make a quick call, or write a thank you note to the interviewer to thank them for their time and that you are excited about the opportunity to work for them!

RESOURCE TO CONSIDER



Snagajob is a YouTube channel where you can watch a ton of videos to help you prepare the right way to respond to common interview questions. They also have videos to help you answer job interview questions if you have no previous work experience. As well as tips and tricks for phone and video interviews.

bit.ly/snagajobvideos



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contact me

Name:

Phone:

Email:

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Develop an Elevator Pitch

Whether you are attending a job fair or going in for an interview, you should be ready to present yourself in a confident way.

One way to do this is to have an elevator pitch ready to go when you approach a business. An elevator pitch is a verbal summary of who you are, what you want to do, and what you can bring to their company. Here's an example script to get you started with developing your own elevator pitch:

"Hi, my name is _____ and I'm a _____ (year in school) at _____ (high school) in _____ (town and state, if applicable). I am interested in pursuing work in the _____ industry/field and have done _____ (extracurricular activities, organization, volunteering) which helped me determine this career path will be a good fit. I developed these skills by _____ (participating in an internship, working a particular job, etc.)"

Make sure you practice your pitch to exert confidence!



Want help finding a summer job?

Having a summer job is a great way to grow your skills and belief in what you are capable of, which sets you up for a positive start to the new school year next fall! If you are interested in exploring summer employment opportunities, please reach out and I can talk to you about available services and supports. The sooner, the better!

- **Earn responsibility.** You are used to getting direction from parents and teachers, but having a boss is a whole new dynamic. Being exposed to new duties, working with others, and accepting feedback will help you develop into a responsible young adult.
- **Establish strong work habits.** Summer jobs give you the opportunity to explore and establish your work ethic, motivation, and determination. You will learn time management, commitment and how to deal with consequences. All of which are invaluable lessons as you move into adulthood.
- **Gain independence.** Having a summer job is a great way for you to become more independent – both financially and otherwise. Earning your own money gives you a sense of spending freedom, which presents an opportunity to learn good saving habits.
- **Build confidence.** Being responsible for something, feeling more independent, having your own money – all these things will make you feel better about yourself.