



Transition Newsletter

April 2025



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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Nailing the Job Interview!

You've found a job you're interested in, submitted your application, and now you've been asked to come in for an interview. Don't worry! Here are some tips that will help you feel confident & prepared for the big day:

Look at the Job Description

The job description tells you exactly what the employer is looking for, like the tasks you'll need to do and the skills they want. 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!

You don't know exactly what questions will be asked, but you can prepare by thinking of some common ones:

- Tell me about yourself.
- Why should we hire you?
- What is your greatest strength?
- What is your greatest weakness?
- Why do you want to work here?
- Why did you leave your last job?
- What's your biggest achievement?
- Where do you see yourself in 5 years?

Describe a difficult situation you faced at work and how you handled it.

Do you have any questions for me?

We can also do a mock interview together to practice your answers!



Dress to Impress

Your clothes are the first thing the interviewer sees, so it's important to make a good impression. Dress in clothes that are clean and in good condition—no rips or stains. You don't have to wear a suit, but a button-up shirt or polo with black or khaki pants is a good choice. Avoid wearing shorts, tank tops, or flashy clothes that might distract from your message. Sometimes, you might be asked to interview right when you drop off your application, so be prepared by dressing nicely just in case!

Make a Good First Impression

When you walk in, smile, shake the interviewer's hand, and introduce yourself. Speak clearly and make eye contact. You might be asked about your skills, personality, and past work experience, so take your time answering honestly. You could also be asked how you would handle certain situations, like, “How would you deal with an upset customer?” It's also a great idea to bring a notebook with some questions you have about the job.

Follow Up After the Interview

After your interview, it's nice to send a short message to thank the interviewer. It can be a quick email, a thank you card, or even a phone call. Just say something like, “Thank you for your time today. I'm excited about the possibility of working with you.”

contact me



Name:

Phone:

Email:

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Questions to Ask in a Job Interview

Asking questions during your interview shows you're interested in the job and helps you learn more about the company.

- What does a typical day look like for someone in this role?
- What skills are most important for this job?
- How would you describe the company culture? (Is it friendly, supportive?)
- How does the company help employees who need extra support or accommodations?
- How often do you check in with employees to give feedback?
- What's the next step in the hiring process?

These questions help you learn more about the job and how they support employees. Make sure to ask the ones that are important to you!



Develop an Elevator Pitch

Present yourself in a confident way by having 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:

Make sure you practice your pitch to exert confidence!

"Hi, my name is _____ and I'm a _____(year in school) at _____(high school) in _____(town and state). 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.)"

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 valuable 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.