

INTERVIEW TECHNIQUES



Are you a secondary school student getting ready to interview for a job? It can be challenging when you haven't done it before, but putting your best foot forward during the interview is a critical step towards landing a great job whilst still at school and a valuable skill to develop for the future. Here are some tips to help you to take advantage of every interviewing opportunity.

[Top 10 Job Interview Tips for Secondary School Students](#)

1. **Arrive for Your Interview About 15 Minutes in Advance:** Make sure you take a practice the journey to the interviewing spot **if** you are unsure of the location or public transport links. Punctuality is a major concern for employers, and late arrival will often kill your chances of landing the job.
2. **First Impressions Make a Big Impact:** The interview will start before you arrive so make good first impressions and even consider emailing before the day to confirm the details. Take care with the way you dress and prepare yourself to ensure you show the employer that you are taking the job seriously. The employer may be especially concerned with your appearance if you are in a customer contact position as a server, store clerk, receptionist or front desk worker.
3. **The Receptionist, Secretary or Another Staff Member Who Greets You May Not Be Your Interviewer:** Regardless, you can bet that the interviewer will ask them about their impressions of you. Sit up straight, look them in the eye, smile and converse respectfully with them. Make them want to tell the boss that they like your personality and that you would fit in.
4. **Greet the Interviewer with a Firm but Not Crushing Handshake, a Warm Smile and Look Them in the Eye:** Make a mental note of their name and use it during the interview, so you remember it for your follow-up. Always address the interviewer as Mr or Ms unless they introduce themselves with a first name. Employers will be evaluating how you might interact with their staff and customers, who are probably primarily adults.
5. **Turn your mobile phone off or to Vibrate:** Resist the temptation to peek at any time before, during or after the meeting, when you are in view of the interviewer. Employers are very concerned about losing productivity among employees who are constantly checking their phones.
6. **Exude Energy, Enthusiasm and a Positive Attitude at All Times:** Employers want upbeat teen workers who are eager to hear the next thing that the interviewer has to say.
7. **Think about Your Strengths Prior to the Interview:** If the employer has advertised the job, look at the description and be prepared to say how you meet as many of the qualifications as possible. Be prepared to describe situations where you have used your assets to get things done. Draw upon academics, school activities, sports and volunteer work for examples, especially if you haven't held any or many jobs.
Review common questions and answers for interviews. Practice answering questions with a friend or family member so you can speak confidently during your interview. Don't be intimidated if you don't have all the qualifications for a job. Express a genuine eagerness to learn the job.

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8. **Be prepared to Say Why the Job Interests You:** You can reference things like the tasks, work environment, what you would learn and the people with whom you would interact. Everything being equal in terms of qualifications, employers will often pick the candidate who seems most interested.
9. **At the end of the interview Be Prepared to: Ask a Few Questions About the Job:** Focus on issues like the nature of the work, training, supervision, clientele, and when you might expect to hear from them. If the job seems like a good fit, look the interviewer in the eye and tell them that you would like to work there.
10. **Effective Follow-Up After Your Interview Can Separate You From the Other Candidates:** As soon as you leave the interview, compose a thank you note expressing your gratitude for the interview and stating briefly that you would love to work with them and why you think it's a good fit. Send it as soon as you can. It will reinforce your punctuality and ability to get things done, as well as reiterating your interest in the job.