

Name:	Date:
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INTRO

TALK WITH A PARTNER

Discuss this question with your classmates or with a partner, and take notes below:

1. You submitted a job application and the company is calling you in for an interview in three days. Congratulations! What are **three** ways you will prepare for the interview?



LEARN IT

VIDEO: [Tips for Your First Job Interview](#)

The key to feeling confident for an upcoming interview is to prepare and follow some basic rules of etiquette. Watch this video to learn some tips for your first job interview. Then, answer the questions.

1. Which of the tips in the video had you NOT heard before? Circle all that apply.

Tips for Your First Job Interview			
Dress for Success	Plan to Arrive Early	Be Professional (Don't be overly familiar)	Leave Your Cell Phone Behind
Take Notes	Bring Copies of Your Resume	Be Honest	

2. Jillian is in her first interview for an internship. The interviewer just asked her if she has any spreadsheet skills. Jillian doesn't know much about spreadsheets, but she's afraid that if she reveals this, she won't get hired. Why should Jill be honest about her skill level?



DO IT

MOVE: Popular Interview Questions

Another way to prepare for an interview is to practice answering some common interview questions. You're going to do just that in this next activity! Follow your teacher's directions on what to do.

1. What was the most challenging part about answering these questions?

2. Was there any specific feedback you received that was helpful?

3. How can you use these questions to better prepare for an interview in the future?



EXIT TICKET

1. Preparing for an interview takes work, but as you've seen, it's worth it! In the table below you'll find different steps you can take to prepare.

a. **CIRCLE** 3 steps you feel confident about

b. **BOX** 2 steps you think you can work on

Dress for success	Create a resume & bring several copies	Prepare responses to common interview questions
Research the company	Arrive on time	Be professional & respectful
Be honest	Take notes	Follow up with the company after the interview

2. Pick ONE of your circled items and explain why you feel confident about this step.

3. Pick ONE of your boxed items - what can you do to work on this step?