

Skill-Sharing in Job Interviews

These skills are great ideas to discuss in job interviews. Read these and CIRCLE the ones you are good at. Then, memorize these for future job interviews.

Personal Skills	People Skills	Performance Skills
Attitude Decision-Making Initiative Dependability Punctuality Appearance	Cooperation Courtesy Communication Skills Accepts Constructive Criticism Group Interaction	Planning and Organization Follows Instruction Quality of Work Quantity of Work Knowledge of Job Adaptability

Highlighting these skill areas can support your success in the job interview process. The more you can work them in with real-world examples, the better your chances of getting the job!

Your Task:

The following questions are very common in the job interview process. For each question, write the response you would provide. Remember to include the skills listed above to the greatest extent possible. This is your chance to show that you are a confident and capable potential employee.

Helpful Hints:

- Focus on the POSITIVE only.
- Don't speak negatively about past jobs or bosses.
- When you share about what you do for fun, choose productive activities which are age appropriate. This is another chance to build a connection with the interviewer. Engagement in sports or activities can be helpful!
- Make sure you ask questions at the end of the interview such as:
 - What are you looking for in an employee?
 - What are some things I could learn more about to improve my readiness for my job?
 - What are the next steps in the employment process for this position?

For further interview tips, click [HERE](#).

Tell me about yourself.

I'm a high school senior getting ready to graduate.

Tell me about your past experiences which would help make you qualified for this job.

I worked at feed my starving children at a church as a volunteer.

What are some of your strengths?

I'm a hard worker.

I'm a good friend.

What are your weaknesses?

Hint! Use the sentence frame: In the past I have struggled with talking to people, but I improved in this area by talking to a small group.

How well do you work under pressure?

Fairly good at the beginning but it's getting better as time goes.

Explain your ability to get along with supervisors and coworkers:

Do as you're told.

What do you hope to be doing 10 years from now?

Doing something with animation or art-related. I am also interested in Culinary Arts.

Tell me what you like to do for fun.

I like drawing on my tablet, baking, and cooking.

Do you have any questions for me?

What would a day look like at this job?