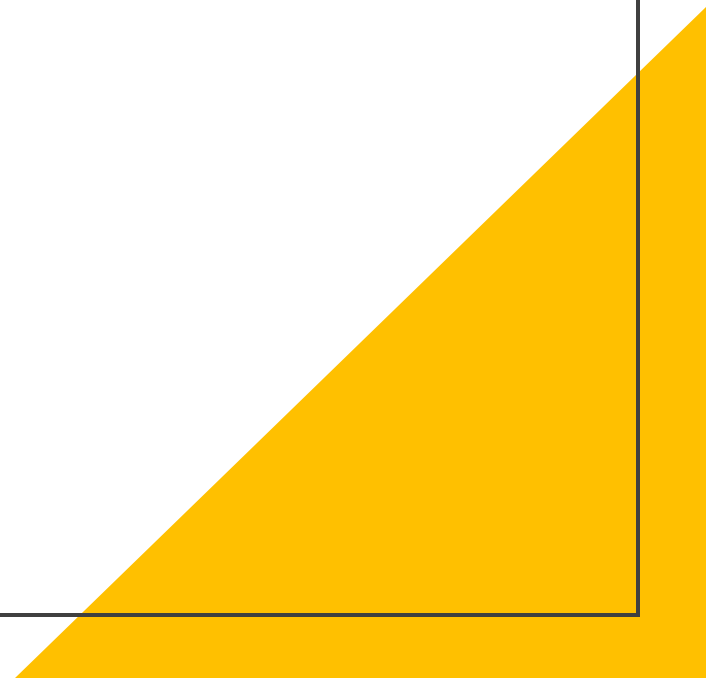




Best Practices to Help Students Find a Career

A resource for Cincinnati Educators



Module 3- Interview Best Practices

- In this module, we will cover:
 - Pre-Interview Planning Tips
 - Appropriate Dress for an Interview
 - During the Interview Tips
 - Group Activity- Interview Practice
 - After the Interview Tips
 - Challenge #3



Pre- Interview Planning Tips



Take time to research the company and job you are applying for

What does the company do?
Where are they located? What are the qualifications of the job you're applying for?



Prepare answers to common interview questions. Have 3-5 questions of your own for the employer prepared.

If a phone or virtual interview, make sure you have reliable technology and internet access



Plan your interview outfit. Plan your transportation to and from the interview.



Make sure to bring all necessary documents to your interview (Resume, References, Results from Physical, etc.)

Appropriate Interview Dress

- Examples of appropriate interview dress are:

- Khakis and a polo with closed-toed shoes
- Knee-length short sleeved dress with flats
- Nice jeans and a button up shirt with closed-toed shoes or flats

- Examples of inappropriate interview dress are:

- Flipflops
- Ripped jeans
- Low cut tops
- Hoodies or sweatshirts
- Sleeveless
- Ripped or distressed jeans or clothing

- Tips:

- Avoid wearing articles of clothing with large graphics
- Avoid hats
- If wearing pants, wear a belt
- If you wouldn't wear it to school or church, it **WON'T** work for an interview!

Appropriate Interview Dress



During the Interview Tips



Be able to talk about yourself, your interests, your skills, and your qualifications



Give your interviewer your full attention (eye-contact, nodding, smiling)



Take notes during your interview and ask questions (clarifying and follow-up)



Eliminate distractions (turn off or silence your phone and notifications)



Be polite, express your thanks to your interviewer for taking the time to meet with you

Group Activity- Interview Practice



- In small groups (4-5 students and 1 mentor) practice common interview questions
 - Use the Example Interview Questions if unsure what questions to ask
 - Practice handshakes and eye-contact
 - Note: This activity could be done the following ways
 - Students Interview Students (One is the interviewer the other the interviewee)
 - Students Interview Mentors (Students are the interviewer and mentors the interviewee)
 - Mentors Interview Students (Mentors are the interviewer and students the interviewee)

What to expect after the interview

- Make sure you know the timeline for if and when you'll hear back about the job
 - Or if there will be a follow-up interview or questions
- If hired, make sure to have a start date and schedule in mind and know the pay structure
- Tip: Set yourself apart by sending a Thank You email to the hiring manager no later than 24 hours after your interview
- Tip: If you aren't selected for the job, feel free to reach out to the hiring manager and ask what you can improve for next time!



What to expect after the interview

- Talk to your family about the expected Tax Document (Dependent, Number of Incomes in the Home, etc.)
- [Minor Work Permit](#)
 - You may need to have a signed physician's certificate
 - You may need to have written approval from your parent/legal guardian and your potential employer
 - You may need a copy of a recent report card to confirm your school enrollment



Challenge #3

- Prepare for a Career Fair!
 - Plan your interview attire
 - Have your resume printed and ready
 - Prepare answers to common interview questions
- Homework- Have 3-5 follow-up interview questions prepared for a Career Fair and 10 copies of your resume printed to hand out




Student Survey

- Student Survey
 - After completing the module, please take a couple of minutes and use the QR code or type the link into your browser to complete the survey:
 - <https://www.surveymonkey.com/r/AACCincySHRM3>





**WHAT ARE WE
TALKING ABOUT?**



Overview of Program

- Who is CincySHRM and *our why* for this program.
- Module 1 – How to Create a Resume?
- Module 2 – How to Search and Apply for a New Job?
- Module 3 – Interview Best Practices

Who is CincySHRM? What is HR?

- The Society for Human Resource Management (SHRM) is a professional human resources membership association headquartered in Alexandria, Virginia. SHRM promotes the role of HR as a profession and provides education, certification, and networking to its members
- CincySHRM is the largest local SHRM Chapter in our region bolstering a robust and engaged membership.
- CincySHRM is a resource for HR professionals
- HR (Human Resources) is responsible for hiring and firing, compensation and employee benefits, training and development, compliance, and workplace safety