



Education & Employment Activity Setting Myself Up for Success



Congratulations on taking the next step towards independence! You will need to prepare yourself for an interview if you are interested in obtaining a job or gaining meaningful employment. An *interview* is a formal or informal conversation between two or more people, where one person (the interviewer) asks questions to another person (the interviewee(s)) to gather information about their knowledge skills, experiences, or opinions. Interviews are often used to evaluate or determine a person's suitability for a job, admission to a school, club, program or organization. The *interviewer* typically guides the conversation and asks questions to elicit relevant information from the *interviewee*. You can prepare for an interview by practicing answering the following questions.

Terms to Know: Interview, interviewer, interviewee, resume, strengths, weaknesses

Interviewer: "Tell us about yourself. What makes you unique?" (Introduce yourself by name and provide an interesting fact about yourself that is related to the job you are applying for.)



Interviewer:

Notes: _____

Interviewer: "What makes you qualified for this position?" (Share your skills and highlight your strengths. What are you good at? Share specific examples that demonstrate your ability to perform tasks on the job.)



Interviewer:

Notes: _____

Interviewer: "Why do you want this position? Why were you interested in this position?"



Interviewer:

Notes: _____

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Interviewer: “What are some of your weaknesses and how are you working on them?” (Don’t focus on the weakness here, instead consider discussing what strategies or supports you have in place to strengthen or improve in this area.)



Notes: _____

Interviewer:

Interviewer: “What is your availability? When could you start working here? What does your schedule look like?” (Think about the position description and the organization’s needs? When are they advertising to hire? As possible, consider aligning your availability with the organizations/teams needs.)



Notes: _____

Interviewer:

Interviewer: “Tell us a time you encountered a problem and how you worked through it.”



Notes: _____

Interviewer:

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Next Steps

- **Continue practicing your responses:** Practice your responses to common questions with a friend or family member. This will help you feel more confident and prepared during the interview.
- **Research the company:** Before the interview, research the company to understand its mission, values, and culture. Also, review the job description to ensure you understand the role and responsibilities.
- **Prepare questions to ask:** Prepare a list of questions to ask the interviewer. These questions should demonstrate your interest in the company and the position. Listed below are a few for you to consider. Choose one from the list or create your own question you will ask during the interview:
 1. What does a typical workday look like?
 2. What tasks would I be responsible for?
 3. When will I hear back from you about a decision?
- **Plan your attire:** Plan what you will wear to the interview. Dress professionally and appropriately for the company culture.
- **Plan your travel:** Plan your travel to the interview location. Make sure you arrive on time and allow for any unexpected delays.
- **Bring materials:** Bring copies of your resume, a notepad, and a pen to the interview.
- **Follow up:** After the interview, follow up with a thank-you note or email to the interviewer. This will demonstrate your professionalism and interest in the position.



Scan the QR Code for more activities and resources.