Job Interview Prep: Research the Job

Get ready for one real interview. Learn about the job and plan your questions. Practice answers on page 2.

Name _____ · Date _____

Research the job

1 A company or organization I want to work for:

2 What I know about it:

3 A job opening there:

4 Skills needed for this job:

5 Skills I have that match:

Questions I will ask the employer

For example: “What does a typical day look like?” or “What would you like the new person to learn first?”

1

2

3

Before the interview

- ☐ Arrive on time.
- ☐ Dress professionally but comfortably.
- ☐ Thank them for their time at the start and end.
- ☐ Turn my phone off or to silent.
- ☐ Show interest with eye contact and body language.
- ☐ Afterwards, send a thank-you note.

Need practice questions? Find 42 mock interview questions at orilearning.com/mock-interview-questions-for-high-school-students.

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Job Interview Prep: Practice and Rate Yourself

Write two answers employers like to hear. Practice them out loud, then rate how you did.

Answer A: "Tell me about a challenge you overcame."

> **MODEL** *One of the challenges that I was able to overcome was the fear of public speaking. It stopped me from doing things I wanted to do. I practiced speaking in front of my older brother. It wasn't easy, but after a couple of months, I felt confident enough to join the debate club at school. It taught me never to give up.*

One of the challenges I was able to overcome was _____

It stopped me from _____

To overcome it, I _____

_____

Overcoming it taught me _____

Answer B: "Why should we hire you?"

> **MODEL** *I would be a great addition to your day care center because I have a lot of creativity. This means that I am always thinking of new and interesting ideas. This strength helped me work with my high school's mural committee to paint murals on the walls of my school. Creativity will help me in your day care center because I will use it to make beautiful and educational art projects with the children.*

I would be a great addition to your (workplace) _____

because I have (strength) _____

This means that _____

This strength helped me _____

It will help me in this job because _____

After a practice interview, circle a number for each skill: 1 Not yet · 2 Some · 3 Yes

Body language	Answer A	Answer B
Make eye contact	1 2 3	1 2 3
Sit up straight	1 2 3	1 2 3
Avoid fidgeting	1 2 3	1 2 3

Voice	Answer A	Answer B
Speak at the right pace	1 2 3	1 2 3
Speak clearly	1 2 3	1 2 3
Speak at the right volume	1 2 3	1 2 3
Speak with confidence	1 2 3	1 2 3

Feedback from a partner or teacher

One thing you can do better or differently is _____

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