

## The Interview

What will they ask me? Employers use the interview to find answers to the following questions:

- Can this person do the job?
- Will this person be a good worker?
- Will this person fit in well at our company?

What should I say and do?

- Be early, be prepared, and be consistent.
- Be honest and communicate clearly and positively.

It may help you to practice answering some questions to prepare for the interview. Here are ten sample questions that are commonly asked in interviews.

- Tell me about yourself.
- Do you have experience with \_\_\_\_\_? (Write the ending to this question based on what you know about the job for which you are applying.)
- What are your strengths? What are your weaknesses?
- How would you handle the following situation...? (Think of situations that may occur on this job and how you would handle them.)
- How would your \_\_\_\_\_ describe you? (Teachers, last boss, friends)
- Why do you want to work here?
- Why should we hire you?
- Where do you see yourself one year from now? Five years? Ten years?
- Describe a situation where you have had to use problem-solving skills.
- Do you work well under pressure?

## PEPNet



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## SCHOOL

TO

WORK

# TRANSITION



## Are YOU looking for a job? School to Work TRANSITION

Maybe you have decided you do not want to go to college or to a training program. Or maybe you do not want to go to college now, but you may consider doing so later. Perhaps you have graduated from college and are looking for a job. Whatever your reason for looking for a job, there is a set of skills that will help you locate the right job. We have divided the process for getting a job into four steps.

The Plan

The Search

The Resumé or Application

The Interview

## The Plan

Before you begin looking for a job, it is important to have a plan. First, take some time to think about what you want to do and what your skills are. Here are some things to think about.

What are my skills?

- Write down the things that you think you do well that you might do on a job.

What are my strengths and weaknesses?

- List your strengths and weaknesses in two separate columns.

What is important to me in a job?

- Make a list of things that are important to you in a job.

What jobs fit my skills and interests?

- Think about and list ten possible jobs that seem interesting.



## The Search

Once you have done your planning, you should know a little more about what job interests you and your skills and abilities. The mistake most people make when they look for a job is only looking in one place. You are more likely to find more options for work if you look in several places.

What jobs are available?

Where do I apply?

- Read newspaper classified ads and/or use the Internet.
- Register with the state employment office and/or go to a private placement office.

Remember that most jobs are never advertised, and employers are looking for responsible people with good habits. The more experience you have, the better.

## The Resumé or Application

What do I need to include?

- Be honest and tell the truth.
- Be neat, clear, brief, and thorough.
- Use nice paper, and ask someone to proofread your resumé for you.

Remember that the employer needs to know the job for which you are applying. Never drop off a resumé without telling the potential employer what job or jobs interest you.