

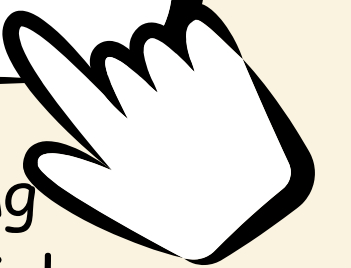
INTERVIEW SKILLS

FOR HIGH SCHOOL STUDENTS





INTRODUCTION



Interviews are an important part of the job seeking process. This is the first time meeting your potential employer and maybe the only face to face time you will get with them. It is important that you have the skills that you need in order to be successful and secure the job that you want. This presentation will give you some helpful tools to help you with your future interviews.



TYPES OF INTERVIEWS



There are four different types of interviews. It is important to know each type so that you can be prepared.



- 01. Individual Interviews:** One-on-one with an interviewer
- 02. Group Interviews:** Multiple candidates interviewed at the same time
- 03. Panel Interviews:** Several interviewers asking questions
- 04. Virtual Interviews:** Conducted over video call

(Indeed Editorial Team, 2025)



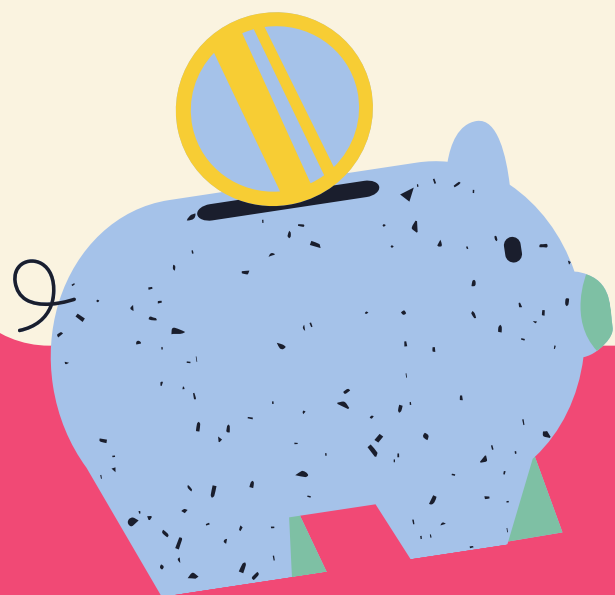


DO YOUR HOMEWORK!

Preparation is key!

- Know your resume.
- Be prepared to talk about your skills and experiences.
- Do some background research on the company before your interview.

(Indeed Editorial Team, 2025)





DRESS FOR THE JOB YOU WANT!



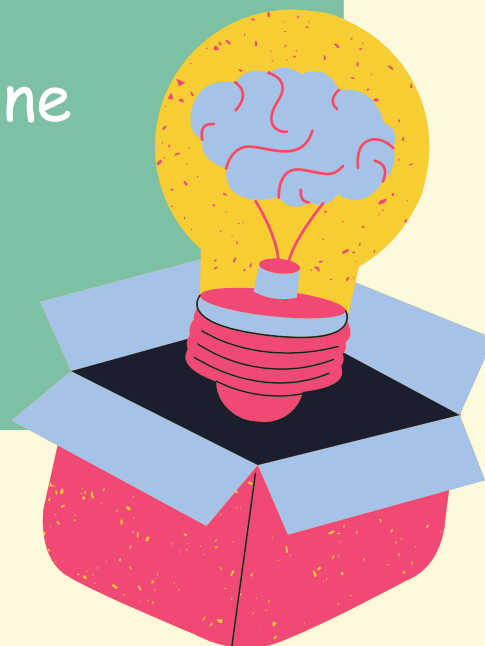
What to Wear:

- Choose appropriate clothing for the job (business casual is safe for most)
- Make sure your clothes are clean, neat, and fit well
- If you need assistance with clothing talk to your counselor

Grooming:

- Keep hair neat and professional
- Avoid excessive accessories, loud patterns, or overdone nails.

(Indeed Editorial Team, 2025)



COMMUNICATION

Non-Verbal Cues

What you don't say can be just as important as what you do say in an interview. Below are some things to keep in mind when you are interviewing:

- Maintain eye contact
- Offer a firm handshake
- Sit up straight and avoid fidgeting
- A genuine smile shows confidence and friendliness

(Indeed Editorial Team, 2025)





COMMON QUESTIONS



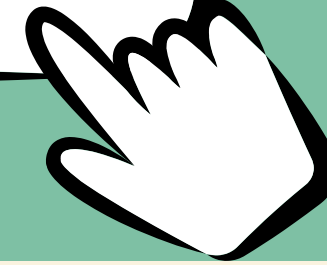
01. Tell us about yourself.
02. Why do you want to work here?
03. Talk about a difficult situation you overcame.
04. Strengths and areas of improvement
*Talk about how you are currently working to improve weaknesses

(Indeed Editorial Team, 2023)





QUESTIONS TO ASK



- What are your expectations for the person taking on this role?
- What are the daily tasks of this position?
- What opportunities are there for growth and development?
- Is there anything that would keep you from offering me this position? * This gives you a chance to clarify anything that you may have missed in the interview.



- When can I expect to hear back about this position?

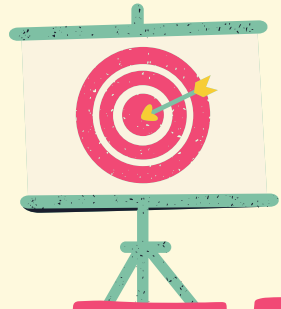
(Indeed Editorial Team, 2023)

CLOSING



- Make sure that you thank the interviewer for their time and consideration.
- Give a firm handshake.
- Send a Thank-you email within 24 hours of your interview. Bonus points if you hand write a card.
- Practice! Practice! Practice!
- Conduct mock interviews with a trusted person who can give you feedback.

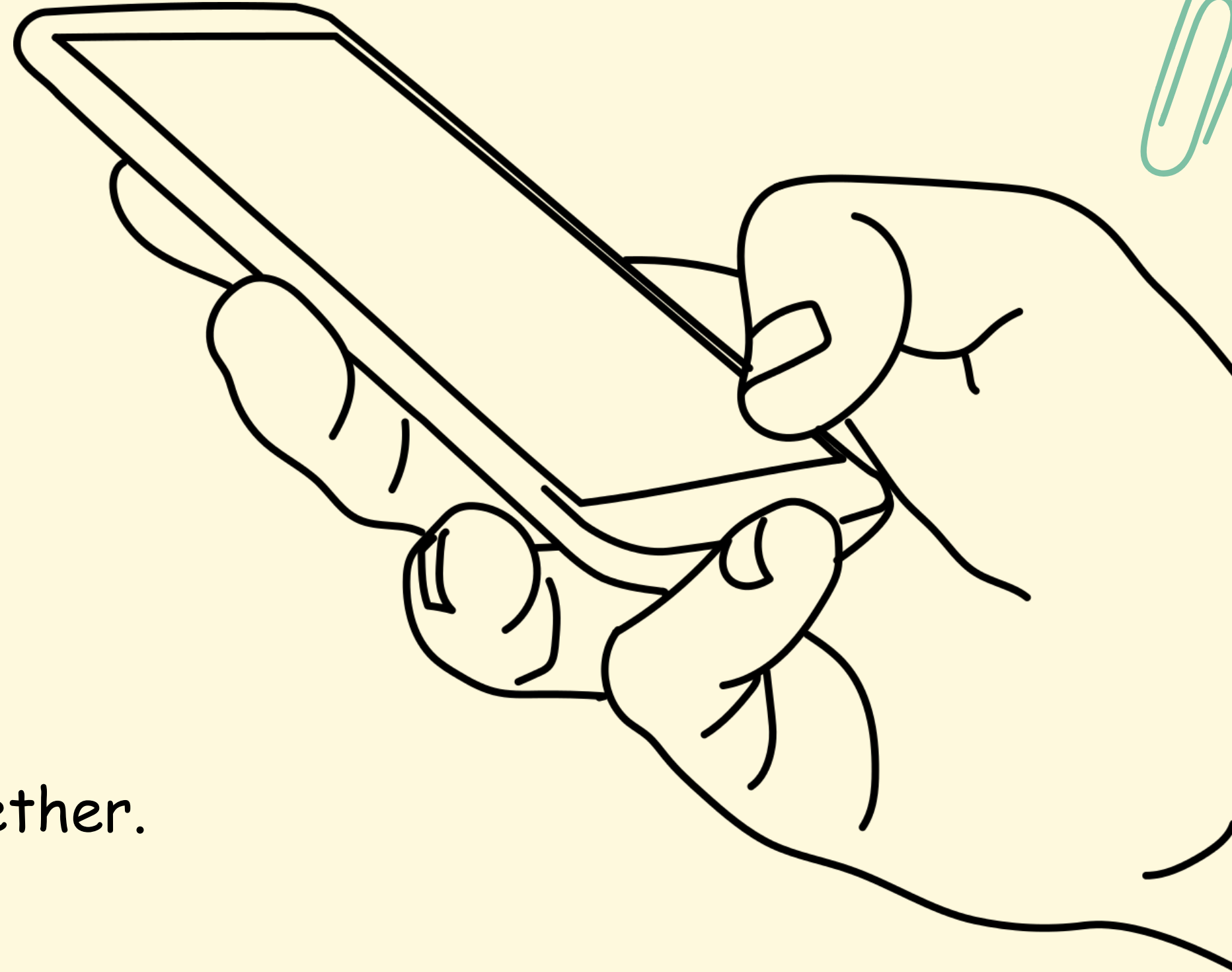
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THANK

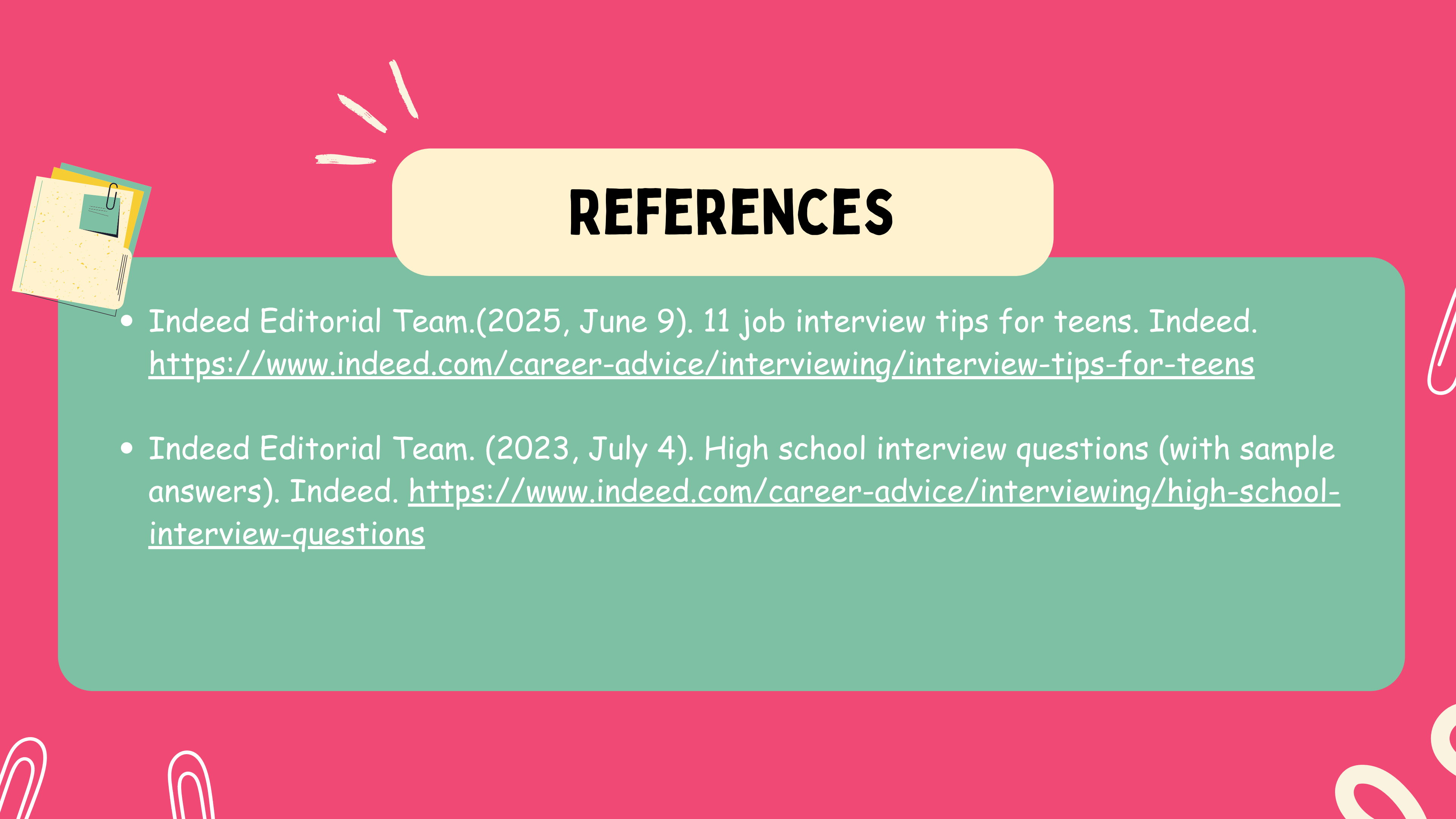
YOU

Let's Shape Your Career Path Together.



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