



The National Honor Societies proudly present this series of tools to help you get #FutureReady. Use these to plan your day, your year, and your career.



MASTERING INTERVIEWS

Why is this important?

Interviews are a gateway for employers and colleges to get to know a candidate. Landing an interview and making a good first impression in an interview can be scary and challenging. Interviews are often used to evaluate college applicants, scholarship applicants, and job candidates. It's wise to begin thinking about interviews well before they happen.

What is an interview?

- Interviews are “a meeting of people in which one or more persons question, consult, or evaluate another person.” (dictionary.com)
- Think of an interview like a tryout for a sports team or an audition for a play or musical

When do interviews happen?

- Interviews happen after a person applies for something.
 - This is most often for applications, college scholarships, and jobs.
 - Sometimes, interviews are needed for school positions, such as student council, prom committee, or NHS.

A résumé should be submitted to the person or company.

- Keep track of your participation and awards in a spreadsheet or Word document.
 - If you keep track of these things in real time, you won't spend as long making a résumé when you need it!
 - This is a great area to get help from a parent or guardian. They will remember every little thing you've done!
- Expand on experiences where needed—how does this experience define you? How do these experiences relate directly to what you are applying for? How can those experiences help this company or university?
- Don't lie about experiences or awards.
- A sample college résumé can be found in Next Steps.

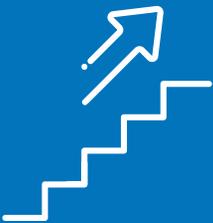
How does the interview look?

- First, how does the interviewer look? Dress for the job you want—not the job you already have.
 - Put your cell phone away and on silent!!
 - Most of the time, dress pants and a dress shirt are appropriate for an interview.
 - Research the company and find out what would be appropriate wear.
 - Ask a trusted adult for guidance.
- Next, how does the interviewer act?
 - Stand tall—don't slouch or cross your legs.
 - Make good eye contact.
 - Introduce yourself with a firm handshake.
- To prepare for your interview, research the college or organization online for background.
- The sample questions in Next Steps can give an idea of common questions used in interviews.
- Be sure to think of some questions to ask the interviewer. The interview is not just a time for the interviewee to shine, but to make sure that the company or university would be a good fit!

Follow Up!

- Be sure to send the interviewer a thank-you note—it can be an email or letter.

NEXT STEPS



- **Conduct a mock interview with a trusted adult using the Interview Questions worksheet.**
- **Check out the sample résumé to create a résumé of your own!**

#FUTUREADY



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