



## GETTING A JOB IN HIGH SCHOOL

### DECIDE WHAT YOU WANT TO DO AND WHERE YOU WANT TO DO IT

#### What kind of job do you want?

- What are you good at?
- What don't you like to do?
- Have you had a job in the past – did you like it? What was the best part about it?
- What kind of job do you really want?
- What kind of company do you want to work at?
- What are you excited about?
- Is this about getting a paycheck or about learning something new – or both?
- How will this experience help you get a better job next year? Is this the type of job you'd like to work at for several years? Will you be proud to have it on your resume?
- What are your requirements and are they reasonable?
  - What hours can you work; what part of town makes sense?

#### Where can you look for that kind of job?

- What companies have the kind of job you're interested in?
- Which ones meet your requirements?
- Use the Internet. Research companies and opportunities.
- If possible, visit the companies before you ask for an application; look around to see if you can imagine yourself spending a lot of time there.
- Talk to your friends and family about the companies you're interested in

#### Put your research to work for you

- Update your resume to compliment the jobs you're looking for
- Know three reasons why you want to work for the company
- Know three reasons why you'd be a great employee for them
- Dress up, look great and visit the company to get an application
- Have all of the information necessary to fill out the application with you
  - Social Security #, Names and addresses of references, contact information, a resume with past job history and dates
- Be prepared to interview 'on-the-spot'. Know your resume and your facts. Practice, practice, practice.

### THE INTERVIEW

#### Logistics

- Get a good nights sleep before the interview
- Bring your resume
- Get accurate directions and try them out the day before your interview to make sure you know how to get there
- Be at least ten minutes early. It will give you time to calm down before your interview
- Turn off your cell phone. No gum.

#### Dress Appropriately

- Girls – clean hair, moderate make-up, nice nails, conservative clothes that fit well
- Boys – clean hair, nice nails, conservative clothes that fit well
- Make sure you know what you're going to wear, that it's clean and fits well, and that your Grandmother would think you look great in it



### **Communicate Effectively**

- Be personable, pay attention to body language. No 'ums', 'like' – pause words. Make eye contact.
- Have great energy, enthusiasm and attitude. Be yourself and be honest. Smile.
- Listen to the question. If you don't understand it, ask them to rephrase it for you
- Answer questions concisely...don't 'drift'. If you don't know how much detail they want...ask them
- Have examples for your answers
- Confident is good, cocky is bad
- Rehearse your answers to as many standard questions as possible. At the end...tell them you want the job.

### **Standard Questions**

- Tell me about yourself.
- What is your one key strength? What is your one key weakness?
- Why do you want this job? Tell me about your experience.
- Why should I hire you?
- What's your favorite class? What's your favorite book?
- Who is the person you admire most?
- Tell me about a problem you had and how you solved it.

**Send a Thank You note after the interview!!! To do this you have to ask for their business card before you leave the interview.**

