

## Interview Tips for Youth

- Do your homework! Research the company and the field.
- Be prepared!
- **Dress professionally for the job**
- Use the interviewer's name at least once during the interview
- Give a firm handshake, smile, and make eye contact
- Use good volume and a pleasant voice tone and be sure facial expressions, mannerisms, and movements are appropriate
- Maintain good posture
- Exhibit self-confidence (as in well prepared and practiced)
- Be prepared to give short and specific examples of when you used any of the skills listed in the job description
- Give skill statements using the STAR technique (think story) SEE BACK FOR EXAMPLE
- Give appropriate responses
- Have several questions ready about the job or company to ask the interviewer
- Thank the interviewer and express an interest in the job
- Ask for the next step – "When do you expect you'll be making a decision?"
- Ask for a business card
- Give a handshake at the end
- Follow up with a thank you
- DO NOT ask about salary or benefits until you been offered the job



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# STAR Technique



**S**=Situation (Detailed background. Provide a context. Where? When?)

**T**=Task (Describe the challenge and expectations. What needed to be done? Why?)

**A**=Action (Elaborate your specific action. What did you do? How? What tools did you use?)

**R**=Results (Explain the results: accomplishments, recognitions, savings, etc. Quantify.)

## Example:

**Situation:** “This past summer, I completed an internship at Boulder Community Hospital in the Health Information Management department. I was the first and only intern the department had ever had, and they decided they wanted to continue with an official internship program.”

**Task:** “In order to successfully launch this program, my supervisor asked me to create and administer a training curriculum for the new, incoming interns.”

**Action:** “To complete this task, first, I outlined all the procedures the new interns would need to learn about like HIPAA standards, how to operate the 10-line phone system, and how to use the health record index and storage system. Next, I created a three day training agenda covering these topics. Finally, I facilitated it to four new interns.”

**Result:** “The training was a huge success. On a survey completed after the training, all four interns rated the program a 10 out of 10 in the areas of usefulness and creativity. In addition, each intern rated my communication and leadership styles as ‘Excellent.’”

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