

# ROADS to SUCCESS

Grade 10

Finding a Job

Family Newsletter

## Improving Interview Skills

**Roads to Success** is a new program designed to help middle and high school students prepare for their futures. This newsletter will keep you posted on what we're doing in school, and how families can follow through at home.

For more information about Roads to Success, please visit our website: [www.roadstosuccess.org](http://www.roadstosuccess.org)

### Did you know?

Teens are a significant piece of the U.S. workforce. The U.S. Department of Labor estimates that roughly 44 percent of 16- and 17-year-olds work sometime during the year. This percentage includes jobs held during the school year and/or the summer.

U.S. Department of Labor  
<http://www.dol.gov/dol/topic/youthlabor/childlaborstatistics.htm>

As 10th graders, many teens begin to express interest in working a part-time job. Interviews are an important part of any job-hunting process. A good interview can turn your son or daughter from an applicant to an employee. Here are some tips for improving your child's interview skills:

- **Research:** Encourage your child to visit the company website a few days before the interview. The information provided by the company will help her answer questions like "Why do you want to work here?" and "Why should we hire you?"
- **Brainstorm Skills:** If your teen has little to no job experience he may feel

unqualified for a job. Help your child make connections between what he already knows and what the job requires. Discuss how good grades, sports participation,



and family responsibilities demonstrate skills and attitudes needed in the workplace.

- **Practice Common Questions:** One of the best ways to feel confident in an interview is to recognize and practice common questions. Discuss questions you have been

asked during job interviews and help your student practice good responses.

- **Interview Follow Up:** A well-written thank-you note can let an employer know that your child is truly interested in the job. Here are three simple tips for teens: send thank-you notes within 24 hours of the interview, proof-read for grammar or spelling errors, and include a sentence or two about why you'd be great for the job.
- **Resources:** For more information on improving interview skills, visit the following websites: [www.quintcareers.com](http://www.quintcareers.com), [www.teens4hire.org](http://www.teens4hire.org).

## Grade by Grade

In Roads to Success, 10th graders investigate skills employers find desirable. To prepare for job interviews, they think about ways they've shown these skills in the past. Students participate in two kinds of interviews in the "Getting a Job" unit.

**Informational Interviews:** Students contact local companies to identify the

behaviors and personal characteristics employers value in teen employees. Once they have completed their employer survey, they evaluate the importance of writing effective thank-you notes.

**Mock Interviews:** Students discuss common questions asked in an interview and prepare their own responses. They also

identify relevant questions they can ask employers during an interview. To practice these skills, students take turns interviewing each other, playing both the role of the employer and the person applying for the job. Students receive feedback on what they did well and what improvements could be made.