

Tips for interviewers

1. Begin the interview by describing the function of your team and the job tasks.
2. Ask prompting questions if the candidate gives you a short answer. This can be as simple as “Tell me more” or “Please give me an example.” It is common for many young job seekers to provide the briefest of answers.
3. We have worked with the candidates using the STAR-R format to answer interview questions. You can ask prompting questions to bring out some additional information if you want.

Situation Describe a situation that you were involved in.

Task Describe the tasks or steps that you completed.

Action Be specific. Describe what actions you took.

Results, Relate What results followed due to your actions, and how do they relate to the job you are interviewing?



4. If possible, share a list of questions you plan to ask in the interview. Many candidates like to refer to a print copy (as well as your verbal question). In the virtual context, this can involve screen sharing questions or typing them in the chat.
5. We encourage youth to give you information about how they will do the job. Sometimes these are personal strategies or they may be simple accommodation requests. Usually, we ask them to bring a handout “What helps me do my best work” to the interview. You can ask the candidate “Please tell me how you might perform... (a key job function)?” A job coach can support this discussion.
6. As background information for you, here are common questions we ask youth in advance of interviews:
 - Why are you interested in this position / this organization?
 - Please describe some of the experiences on your resume for me. Tell me about your education and interests. (This wording is more specific than the standard “Tell me about yourself.”)
 - Please give an example of a time you made a mistake. How did you handle the situation? What did you learn?
 - Tell me about a project you worked on that you are really proud of (school, work, or volunteer experience)?
 - Please give an example of a time you were part of a team and needed to work through a problem or challenge.
 - What are your career goals? How can this position help you?
 - What questions do you have for us?

