

Interview Tips for Summer Jobs
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As the end of the college spring semester draws to a close and the end of the school year is in sight, many of our local high school and college students will be looking for summer employment and interviewing for jobs in the next few weeks. For the last thirteen years, I have interviewed close to one hundred applicants each May for employment over the summer at YMCA Camp Sloper. Through this experience, I have developed some tips for high school and college kids that may help them in the quest to get hired for seasonal employment.

1. Do a little **HOMEWORK**; find out some facts about the job you are applying for, what the expectations are and perhaps some information about the company or business. This will help you make small talk and conversation in the first few minutes of the interview.
2. Do not arrive **ON TIME!** You should always arrive **EARLY**. It never hurts to show up 15-20 minutes before the interview, let the employer know you are there and ready; spend the time that you are waiting in the lobby looking around and going over what you want to say in the interview. **NEVER** arrive late; it is a very bad first impression.
3. **DRESS** to impress; make sure you look put together, you are well groomed and you look professional. You want to make a good first impression and the first thing the employer sees is you. It never hurts to have mom give you a glance over before you leave the house – trust me, moms know best!
4. Shake hands firmly upon arrival, remember the employers name, look them in the eyes and remember to **SMILE!**
5. **RELAX** and be yourself. An employer looks for a variety of things ranging from personality traits to talents and an experience, being you is always the best option. A good employer will appreciate you for who you are.
6. Know the information on your application and be prepared to discuss it. Most employers will be asking you question about your past experiences that you have listed on your application, so make sure that you did not **LIE** or stretch the truth.
7. Be prepared to answer the questions **HONESTLY!** If the employer asks you a question that you do not know the answer to, it is OK to say “I do not know much about that, but I am hoping that you can help me learn more about that particular subject”. The employer knows that you are in high school or college and have not had much employment experience, and most employers are very willing to teach you the skills to be successful.
8. Be **PROFESSIONAL** in the interview; use good manors, sit up straight in the chair, look the employer in the eye when answering questions, be enthusiastic, but not fake. Show them that you are the type of employee that they need to help their business run better this summer and remember to smile.
9. Come ready to ask a few **QUESTIONS**. An interview is also a time for you to learn as much as possible about the position and/or the organization you are applying for. Have a list of 3-5 questions ready; at the end of the interview, most employers will ask you if you have any questions, this is a good time to show them you are prepared and have done some homework about the position you are applying for.
10. At the end of the interview, remember to say **THANK YOU**. Shake hands again (firmly), thank them for there time and tell the employer you look forward to hearing from him/her. Once you get to the car, have a thank you card ready to go; write a quick thank you note and drop it in the mail on your way home – employers are always impressed with a thank you note, even for a summer job!

I hope this helps you on your quest for summer employment this summer; best of luck on your interviews! For more information on interview tips feel free to contact Mark Pooler or Patrick Connelly at www.ctcampguys.com