



**TEEN JOB
READINESS:
GET YOUR FOOT IN THE DOOR**

SOFT SKILLS & INTERVIEWING

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WHAT ARE SOFT SKILLS?

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**ENTHUSIASM, COMMUNICATION,
PROFESSIONALISM, CRITICAL
THINKING & PROBLEM SOLVING,
NETWORKING, TEAMWORK.**

WHAT HELPS BUILD SOFT SKILLS BEFORE EMPLOYMENT?

VOLUNTEERING - taking direction, finding fulfillment in accomplishing a task, giving back to your community & being helpful

HELPING OUT AROUND THE HOUSE - It's the easiest way to gain skills that are valuable, like attention to detail (cleaning things with effort and care), organization, and time management.

JOB SHADOWING - don't feel ready for your first job? Ask about job shadowing. It is a good opportunity to see first-hand the type of work you would be doing and help you gain clarity on what you need to work on to be successful.

SOFT SKILLS EXERCISE: FOLLOWING DIRECTIONS, COMMUNICATION, & PROBLEM SOLVING.

Partner #1, #2, and #3 will team up to accomplish a task. The first partner will collect the task from the “boss,” communicate the task to partner #2, who will then communicate the task to partner #3 who will complete the task and take a picture of the finished product. Tasks can only be communicated once by each person, the boss and the first two partners.

When completed, partner #3 will send partner #2 back upstairs to collect the second task, and repeat. Once done, we will compare the original idea with the final product and see how well your team communicated. (15 MINS)

JOURNAL PROMPT: Name a success, a failure, or a solution you found for a problem.

2 MINUTES

INTERVIEWS

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**How do you prepare for an
interviews? Let's discuss.**

RESEARCH THE ROLE

Is it a good fit? How do you know?

1. **WHAT INDUSTRY IS A GOOD FIT FOR YOU?** Common first jobs include roles in Food Industry or Retail. What aspects of the job are included in each, and what best fits your tempo and lifestyle?
2. **VISIT THE LOCATION** - go once when it is slow, and again when it is busy. Is it chaotic? Are they leading by example or fear? Is there a hiring manager there that you can ask a few questions to? Is there a website?
3. **TRY IT OUT!** You never know completely until you give it a try. Finding meaningful work is all about experience and patience.

PRACTICE - take two minutes to research Kikis Greek Grill - tell me everything you can find about it - write it in your journal

INTERVIEW PREP

1. **WHAT QUESTIONS WILL LIKELY BE ASKED?** (upcoming slide)
2. **PRACTICE YOUR ANSWERS** - record your voice, time yourself (3 mins)
3. **CONTROL YOUR BREATHING & SELF REGULATE**
4. **KEEP ANSWERS SIMPLE** and reasonable - focus on **SUBSTANCE**
5. **REPEAT YOUR ANSWERS** and find the best narrative that sells you and your abilities.
6. **PICK OUT YOUR PERFECT INTERVIEW OUTFIT** sooner than the day of the interview, so you know you feel comfortable & confident.

JOURNAL PROMPT: How did you feel during your last interview? If you have never interviewed, are you nervous about it?

2 MINUTES

INTERVIEW PREP

COMMON INTERVIEW QUESTIONS

1. Why do you want this job?
2. How do you handle stress and pressure?
3. Why do you want to work HERE?
4. Why are you the best person for this job?
5. What applicable experience do you have?

GROUNDING EXERCISE

5



4



3



2



1



JOURNAL PROMPT: What is your #1 fear when walking into a job interview? How could you manage that fear with self-regulation and breathwork?

2 MINUTES