

Interview Tips & Tricks

For Employment with Environmental Education

Before your interview:

- Practice interviewing before your appointment! Find a teacher, friend or mentor who will give you feedback. Or just practice in front of a mirror.
- Do research before your interview. Learn about the job you are applying for by going on the webpage. If you still have questions, it is okay to call ahead of time and ask questions.
- Figure out how to get to the interview. What bus will you take? What is the route? Make sure to be there on time or early.

What should I wear?

Dressing up is encouraged at interviews. For your interview with Environmental Education, we recommend wearing “business casual” clothing.



Pants
Knee-length skirts or dresses
Sweater, cardigan or blouse
Button-down shirt or polo shirt
Plain colored t-shirt



****When in doubt, just wear something simple & clean that feels comfortable for you!**

During your interview:

- Shake hands with the interview panel when you walk in the room and also before you leave. If you don't feel comfortable shaking someone's hand, simply smile and say “hello, thank you for meeting with me.”
- Smile and introduce yourself.
- Have strong and positive body language! (read tips on next page).
- At the end of every interview, the interviewer will ask you if you have any questions. **ALWAYS HAVE A QUESTION!!!** Think of one or two ahead of time that you could ask in case you can think of one on the spot.

After your interview:

- Write a thank you letter to the interviewer(s). You can mail or email it.
- You should find out within a few weeks if you got the job.



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

PortlandParks.org
Commissioner Amanda Fritz
Director Mike Abbaté



What if English is NOT my first language?

Don't worry! You will be welcome with our programs. Some ideas to help you in your interview:

- We speak Spanish & Somali if one of those is your preferred language.
- Look at the sample questions below. Practice ahead of time!
- Remember that body language is MORE important than what you say, so smile & sit up straight.

Interview Questions For Practice:

** Questions may be different during the actual interview.*

1. Please tell us why you are applying for this job.
2. Describe an experience of teamwork. What team or community were/are you a part of, and what is/was your role in that group? How did you contribute? (Examples: sports, school, clubs, volunteer, church/mosque, etc.)
3. When were you most proud of yourself?
4. What does the environment mean to you?
5. Describe the most interesting thing you have seen in nature or learned about the environment.
6. Tell us about a time that you demonstrated taking care of the environment.
7. We are looking for dedicated, committed people. Give us an example of a time when you were committed to something and showed excellent follow through.
8. Do you have any questions for us?

Body Language

What does your body language say about you? A lot! Some hiring managers say that body language more important as what you say during an interview.

Some tips for "hire me!" body language:

- **Smile** and **show that you are interested!** Sit up straight or lean towards the interviewer(s).
- Make **eye contact**
- Do **Power Poses** before you go into the interview. Watch this video:
http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are?language=en
- Search **You Tube** for "Interview Body Language."

What if I don't get in?

Jobs are very competitive. Not getting the job you want is a common part of life at ANY AGE! It hurts at any age, too! However, the more you practice interviewing, the better you will get, and eventually, if you don't give up, you will get a job that you really want. At Environmental Education, we often hire people who have applied and interviewed a few times. We admire perseverance (not giving up)...it is a trait we look for in employees! We invite you to ask us for feedback about your interview or application. We are happy to help make your next application and interview even stronger!