



# Manitoba 4-H Council Inc.

## General Communication Tips

### 4-H Interview Tips

#### 4-H Interview Tips

An interview is a chance for the interviewer to get to know you. It's basically just a conversation between a couple or a group of people. Remember that they're interested in what you have to say, or they would not have arranged for an interview. Now is your chance to show them why you deserve the award or trip.

#### **Before the Interview**

Think of questions you might be asked during an interview. Some common questions are about current events, the 4-H program, agriculture, and you. You can always research the questions by reading the newspaper and watching the news prior to the interview. Practice an interview with a friend. Pretend it's a real interview and have them come up with questions to ask you. This can be great practice for thinking of answers on the spot.

Before a 4-H interview, you should always be sure you know what your opinion is on certain issues. Even if you're undecided, you should always have some sort of answer regarding how you feel about many current issues.

If the award or trip you're being interviewed for is being sponsored by a person or company, you should do some research on that person or company. Find out what they do and their involvement with 4-H.

You should also know your own 4-H background before an interview. You will probably be asked to describe your 4-H background. Reviewing the details of your 4-H activities and events will be good preparation for your interview.

Dress appropriately for the interview. Wear neat, clean dress clothes (no jeans). A tie for guys and a dress or skirt for girls is a good idea. Remember your appearance is often what's left in the mind of the interviewers after the interview is through.

You should always arrive about 10-15 minutes early for your interview. The best way to overcome nervousness is to go into an interview well-prepared.

#### **During the Interview**

Greet the interviewer(s) cheerfully and politely. Shake an offered hand. Be natural. A smile will usually put both you and the interviewer at ease.

Look at the interviewer. Eye contact is a sign of confidence and relaxation.

Listen to all the questions carefully. Remember that the interview is your chance to sell yourself. Answer all questions with confidence, logic and accuracy. You should avoid answering questions with one-word answers like yes or no. Expand on your answers in short



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but thorough statements. Don't hesitate to ask to have the question repeated or clarified if necessary.

Don't be afraid to talk about good qualities and accomplishments. You will not sound conceited. If you don't tell them this information, nobody will.

Always watch your language during your interview. Avoid using slang and make sure your sentences are complete.

Have clearly in your mind why you think you deserve the award or trip.

Watch your posture during the interview. Sit relaxed with your hands loosely on your lap or side. Never fidget or play with your hands, no matter how nervous you are.

If you have any questions for the interviewers, don't be afraid to ask. They will eventually allow time at the end of the interview for questions. Your questions should be relevant to the interview.

Watch for any signs indicating the interview might be coming to a close. Thank the interviewers for their time. Shake a hand that's offered.

### After the Interview

Learn from the interview. Always take time after the interview to reflect how it went. Were you prepared? Did you present yourself well? Were you relaxed enough to appear confident? Did you speak enough? Too much? Did you take advantage of every opportunity to sell yourself?

Don't be discouraged. Know what you would do differently for your next interview.

It's always okay to call the interviewer to ask how you did. The interviewer will be able to give you specific suggestions and comments. They might be impressed with the fact that you took the time to learn more about the interview.

4-H interviews are a great opportunity to learn how interviews are run. By preparing, practicing and learning from interviews, you can attain great success in both 4-H and in the job market in the future.