State 4-H Recognition Day
Interview Tips

Preparing your responses:
- Review the interview evaluation form to see what you will be evaluated on in advance.
- Learn about the opportunity for which you are applying—its objectives and responsibilities.
- Think of questions that may be asked, using the evaluation form as a guide. Consider your answers and practice responding.
- Think of some general questions that may be asked like “tell me about yourself,” or “tell us about your 4-H experience.” Practice answering those questions in advance.
- You may be asked if you have any questions for the interviewers. Have a few questions chosen in advance that you can ask in this situation.
- Analyze your own experiences and try to identify specifically why you are qualified for the opportunity.

Planning your arrival:
- Plan to arrive at least 15 minutes early for the interview to anticipate any unforeseen delays. Allow plenty of time to find the building, a place to park, use the restroom, etc.
- Plan what you will wear in advance. Avoid extremes in dress. Your appearance should be neat and professional. (Suggestions for girls: suit, dress or skirt and blouse. For boys: suit, sport jacket or sweater, and shirt with dress pants.)
- Get a good night’s rest so you will look rested and feel comfortable.
- You may want to bring a pen with you to make location and time notes.
- Please do not bring props or additional materials; this is an interview discussion, not a presentation. Supplemental materials are restricted to the resume provided during your application process.

During the Interview:
- Introduce yourself to the interview team and offer your hand for handshakes.
- Make an effort to remember the names of the people serving on your committee. Sit up straight and try to appear relaxed. Take a deep breath.
- Try to project enthusiasm, smile and speak positively and confidently about yourself.
- Look the interviewers in the eye. Smile, nod, and give pleasant nonverbal feedback.
- Don’t chew gum or fiddle with anything such as a pencil or keys.
- Respond to questions directly and clearly. Be thorough but concise.
- Avoid slang and use good grammar and diction.
- Listen to the questions. Answer what was asked. If you have a hard time thinking of an answer, ask for clarification.

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