**Get the Job**

In order to obtain most jobs, applicants must undergo an interview during which the applicant sits down with one or more of a business’s managers to answer a series of questions. These questions are designed to help the employer assess whether the applicant has the skills, experience, attitude, and personality to perform the duties required for the job. Often several qualified people are chosen for interviews from dozens, or even hundreds, of applicants for a single job. In a competitive job market, it is essential to make a good first impression on the interviewer. Whether applying at the neighborhood take-out restaurant or the head office of an international company, preparing for an interview increases the likelihood of being hired. So what steps can a job applicant take?

**Prepare to Make a Good First Impression**

* **Know the job requirements.** Spend some time researching the duties and expectations of the job. The job description may provide clues to the questions the interviewer might ask. Think about how your skills and abilities match up with the duties of the job, and be ready to highlight them during the interview. If this is your very first job application, think about how your experiences in school or in career programs relate to the job you hope to get. If the job is grilling hamburgers or frying chicken, describe your home cooking experiences during the interview.
* **Clean up social-media postings.**Many employers look up applicants (and employees) on popular social media sites. Ensure that everything written by you and about you is professional and positive. Make personal conversations and photos private so they cannot be viewed by the public. Better yet, remove them before you begin the job application process. Postings that show you in a negative light can prevent you from being offered a job.
* **Groom and dress to make a positive impression.** Because most businesses now require online applications, a ten-minute interview may be the only opportunity you have to impress a prospective employer in person. Visit the business or research the company on their website. See how current employees dress on the job. Is facial hair for men common? Are women and men wearing jeans and T-shirts, or do they wear more formal clothing? Current trends on the job can guide your wardrobe choices after you are hired, but applicants should adopt a somewhat formal style for an interview. When applying for professional jobs in fields like healthcare or in business offices, details like dirty fingernails, unkempt hair, or an overpowering cologne can mean the difference between being offered a job and being passed over for another applicant. Think clean, neat, and professional.

**The Interview**

**Be prompt.**While it is best not to arrive too early, do arrive a few minutes before the interview is scheduled to start. Leave time for unanticipated traffic and parking issues so you can settle down and focus before the interview begins. Be ready in case the interviewer is ready to start early. Being present when the interviewer is ready to start shows good planning and dependability.

**Relax.**Most people feel somewhat nervous when they are interviewed. Employers expect this. Preparing for the interview can help ease normal jitters and give you the confidence that employers are looking for. Breathe, try to relax, and think positively. Make eye contact throughout the interview and offer the interviewer a firm handshake to help create a positive first impression.

**Listen carefully to the interviewer’s questions and answer them thoughtfully and honestly.** Treat the interview as an opportunity to relate experiences from previous jobs, school, or outside activities to the position for which you are applying. Even if past work experiences have been negative, discuss them in a positive way. Explain what you learned from the experience or tell how you would handle it differently if it occurred again. Employers want to know how applicants deal with challenges and solve problems. Never complain about a past negative experience or place blame.

Be prepared to answer a question about where you see yourself in the future. Employers want to hire people who have plans and goals, particularly if those goals fit well with those of the business and are relevant to the job that is being offered.

**Bring questions to ask the interviewer.**Employers appreciate it when applicants ask questions about the position and their business. A first interview is not the best time to ask how much a job pays. However, specific questions about the duties or responsibilities of a job show employers that the applicant is interested in the position, not just the paycheck.

**After the Interview**

A short, polite phone call or email thanking the employer for the interview and expressing interest in the job may sway an employer who has not yet made a decision about whom to hire.

Being selected for an interview is quite an accomplishment. Make the most of this opportunity by preparing, showing confidence, and making a positive impression, and you may just get the job!

**LEASE AGREEMENT FOR ROOM USE**

**The following lease agreement is between a building owner and a high school choir. The choir will use the space for practices and concerts.**

This lease agreement is between CHARM HIGH SCHOOL CHOIR (referred to as “the Tenant”) and MARK JONES, Property Owner (referred to as “the Landlord”). The Landlord and Tenant together will be referred to as “Parties.” This agreement begins on the date it is signed by both Landlord and Tenant, as described below.

The Parties agree to the following terms and conditions:

**1. PREMISES:** The leased space will consist of the first-floor ballroom of the Landlord’s building located at 3301 Bluebird Drive, Hartford, VA 20121, across from Charm High School. This ballroom includes use of the sound system, stage, lights, and bathrooms. No chairs, tables, or other items will be provided by the Landlord. Parking is not included. The crosswalk to school will not be monitored by the Landlord. Ramps to the building and stage meet access requirements.

**2. TERM:** This rental agreement will begin on the date it is signed. This agreement shall continue for a period of one (1) year, beginning on the date signed. After the year expires, the rental agreement will continue on a month-to-month basis until terminated in writing by either party. Two months’ notice must be given by either party to cancel the agreement. The room’s final condition will be evaluated by both parties.

**3. MONTHLY RENT:** The Tenant will pay $400 a month, due on the first day of each month. A late fee of $75 will be assessed for any payments over one week late. If rent is more than 60 days late, the Landlord has the option to end the rental agreement, but must first send a warning letter. This letter must inform the Tenant of the decision and allow seven days for the Tenant to pay the amount due.

**4. UTILITIES:** Electricity, water, heat, air conditioning, and Wi-Fi are included in the rent. There is no kitchen in the space, but bathrooms are available. The interior hallway to the room and the outdoor porch entry will be maintained by the Landlord.

**5. BUILDING RULES:** No animals except service dogs are allowed in the room. No food, and no drinks other than water are allowed in the room. No more than 100 people may occupy the room at one time. Quiet hours in the building are from 11 P.M. to 7 A.M. Any use of the included sound system during these quiet hours may result in the Landlord contacting the police.

**6. MAINTENANCE and REPAIRS:** The Tenant will maintain a clean room space by mopping weekly and by collecting trash from the room and placing it in the outdoor dumpster. The Landlord is responsible for any repairs caused by normal wear and tear. This damage includes but is not limited to: burned out light bulbs, sound system problems, door lock failure, and window blind malfunction. The Tenant agrees to pay for any damages otherwise created by the Tenant or guests. A deposit of $300 is required in order to cover the cost of any damages. This deposit either will be returned after this agreement concludes or will be used for repairs. Per the building policy, the Landlord will have the room professionally cleaned at the conclusion of the rental agreement. Half the cleaning fee will be charged to the Tenant.

Signed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Charm High School Choir Director on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Charm High School Principal on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Property Owner on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_