



Interviews 101

WHAT ARE THEY? WHY ARE THEY REQUESTED?

What is an Interview?

The purpose of a job interview is to learn more about each other and is meant to benefit both of you

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a) **Employers** have the opportunity to discover more about their potential hires by getting an impression, building a report, and asking questions about their resumes and experience.

AND

a) **Interviewees (you)** have the opportunity to discover whether this job is one you are looking for by getting an impression, building a report, and asking questions about the position, employer, and company.



RESEARCH

Before interviewing for any job, **spend at least 30 minutes** researching the company and the job itself (*and if you know, whoever is interviewing you*)

Things to look for

▶ **Company:**

- What's their **mission statement**—i.e., what have they expressed are their goals.
- What are some of their **recent achievements and/or projects** that interest you and why?

▶ **Job:**

- What are the **key skills they are looking for?** (*what do they need most from you*)
- What aspects about the job **do you find particularly interesting** and/or rewarding?

▶ **Boss/Interviewer:**

- What experience do they have?
 - What about their experience are you most curious about?



PERSONAL PREP

This is where you do a deep dive into how you can best advertise yourself:

- ▶ Search up the most common interview questions and **start practicing**
 - **A.** Simply brainstorm and right down answers to each—it doesn't need to be well flushed out
 - **B.** Bullet your main key points within each question
 - **C.** Practice getting asked the question and responding in real-time (you can even enlist a friend to make it fun and more real)
- ▶ Practicing just gets you comfortable with the act of talking about yourself and your skills.
- ▶ **Use your resume for reference!** What can you draw-from?





FIRST IMPRESSIONS MATTER



therefore...

remember:

1. Punctuality:

1. Showing up on time is a sign of respect: it shows that you care and are capable (**never** be late to an interview).

2. Clothing:

1. Clean up—make an obvious effort to put your best foot forward: so much of our first impressions are visual.
 1. *Know your audience*—a good rule of thumb is to go more conservative in the professional world.

3. Preparedness:

1. (refer-back to the last 2 slides!)

3. Demonstrated Interest + Appreciation

1. Questions

1. Asking questions leaves a *great* impression: this demonstrates you took the time to prepare AND that you know what you want—this job.

2. 'Thank yous'

1. **ALWAYS** follow up an interview with a thank-you-email
 1. Establishes a thread of contact for future communication
 2. Expresses your *gratitude* for their time and consideration

(...and if you want to go the extra mile—reference a specific thing you both discussed to show you listened)

COME PREPARED



You've already done everything you need to prepare for the interview! **Now you are on your way, so make sure you...**

1. Have your **printed resume** (even if you already submitted it)
2. Have **a list of questions you know you want to ask...**(written reminders never hurt)
3. Are **dressed to impress!!**
4. Bring a pencil and notepad to take notes if needed.

TASK:

Choose one of your favorite food or clothing brands:



Take 30 minutes and research this company as if you were interviewing to work there.



Go into their staff page, pick someone, and research them as if they were the one going to interview you (tip—Linkedin can be very helpful here)

*OPTIONAL: Find an entry-level job in this company (*take some time to navigate their site*) and start going through the motions of preparing to be interviewed for this position (use all the tips discussed: assess what applies on your resume, search up interview questions and plan answers personalized to this position)*

Helpful links...

- ▶ <https://www.thebalancemoney.com/top-interview-questions-and-best-answers-2061225>
- ▶ https://www.coursera.org/in/articles/common-interview-questions?utm_medium=sem&utm_source=gg&utm_campaign=B2C_NAMER_coursera_FTCOF_career-academy_pmax-enhanced-NRL-w/in-14d-new-cust-country-US-country-CA&campaignid=20397118025&adgroupid=6472952357&device=c&keyword=&matchtype=&network=x&devicemodel=&adposition=&creativeid=6472952357&hide_mobile_promo&gad_source=1&gclid=CjwKCAjwgfm3BhBeEiwAFfxrG8wjVLIre_AEIQUtJx6G8Yu2Pr-bRK3oq510IWyAT2Si5OCPxBI9MhoCjhcQAvD_BwE