



Skills for Work. Confidence for Life.

StreetWise Partners Winter 2020

Session 8 Module: Interview Skills



Interview Skills

Different Types Of Interviews

Phone Interview:

- An initial interview that takes place via phone. It is a pre-screen for an in-person interview.

One-on-One Interview

- In-person interview with you and one other person

Panel Interview

- You're asked questions by a group of employees

Project/Case Study Interview

- You are presented with a scenario or activity to prepare for (eg. How to implement a lesson plan or perform competitor analysis for a business)
- This interview shows the employer an authentic work sample and how you would handle certain tasks if hired
- You need to be prepared to communicate your project/case effectively,

Group Interview

- You are interviewed with other job seekers applying for the same job. You are asked the same questions as in a one-on-one interview, but you share the floor with others.
- Be aware that you will be observed on how well you interact with others along with how well you answer the questions
- You should attempt to stand out from the other interviewers, but not come off like a know-it-all

Interview Skills

Questions to Ask Employers

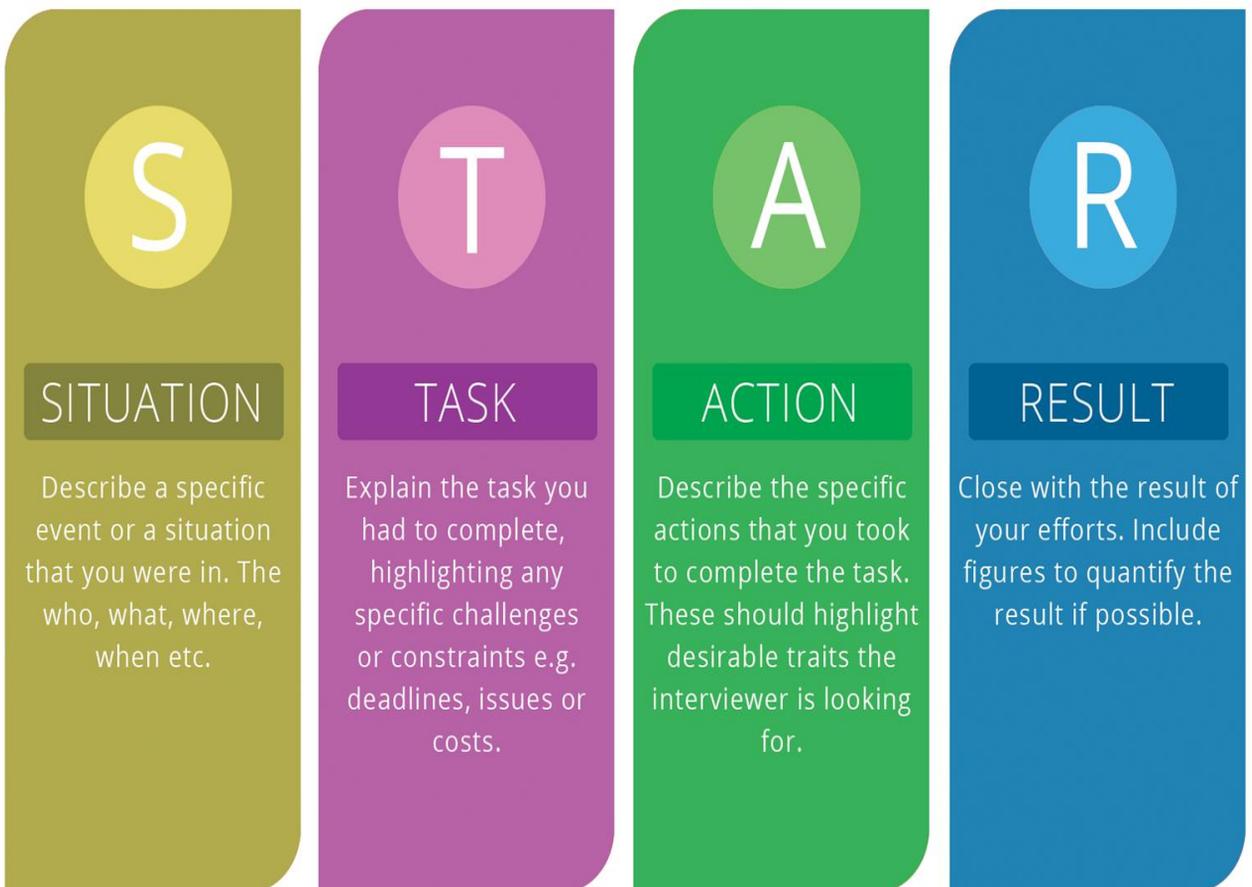
- How would you describe the firm's culture?
- Are there training opportunities within the organization?
- As an interviewer, what are the three key skills that you are seeking for this position?
- What is the immediate need that you are hoping to fill with this position?
- What do you expect me to accomplish in the first 60-90 days?
- Will I be working with others across different departments on projects?
- What are the common attributes of your top performers?
- What are the one or two things that *really* drive results for the company?
- What are the advancement opportunities in this role?
- What's your favorite/least favorite aspect of working here?
- What is a typical day like?
- What are your company's short and long term goals?
- When can I expect to hear from you?

What other questions can you and your mentor(s) think of that might be good to ask an employer?

Interview Skills

Behavioral Questions: Structuring Responses

Using the following pages, draft responses to 8 of the most popular interview questions. Rather than list your qualifications, use concrete examples that interviewers will be able to recall after your interview. We recommend structuring your responses using the STAR method:



Interview Skills

Answer 8 Of The Most Popular Interview Questions

- 1) Tell me about yourself.

- 2) Why do you want this position?

- 3) Give an example of when you effectively worked in a team.

- 4) Tell me about a challenge you have faced at work or school, and how you dealt with it.

- 5) What is your greatest weakness?

- 6) What is your greatest professional strength?

- 7) Why would you be a good fit for this position?

- 8) Tell me about a time you had to deal with a stressful situation.

Interview Practice Resource: TalkMeUp

Practicing Interview Skills on Your Own

TalkMeUp is a web-based resource that allows you to continue to practice your interview skills on your own schedule and at your own pace. TalkMeUp uses powerful Artificial Intelligence trained by communication coaches and linguists to provide interview and public speaking training and feedback. This resource tracks your learning trajectory over time and provides individualized improvement tips based on your specific performance. TalkMeUp measures:

- **Passion** – TalkMeUp provides feedback on your enthusiasm, tone, articulation, confidence, and facial expression while answering interview questions
- **Content organization** – TalkMeUp evaluates how thoroughly you answer the question asked
- **Engagement** – Finally, TalkMeUp provides tips on your composure, eye contact, pace, pronunciation, use of filler words in your response

How to Use TalkMeUp

1. Visit <http://talkmeup.co> (there is no “m” at the end of the address)
2. Click on the “Sign Up” link in the top right corner
3. Create an account; Put StreetWise Partners in the “Organization” box
4. Login using your new account credentials. You will be brought to your account dashboard where you can choose to practice “Interview” or “Presentation”
5. Select a category and question. You will be brought to a page where you can choose to upload your response through the camera on your computer, by uploading a preexisting file, or by using your phone (you will be texted a link to complete your response)
6. After recording, submit your response and you will receive a report from TalkMeUp with tips and feedback