



Interview Skills

Winter 2020 StreetWise Partners

Today, you will...



- ❑ **Gain resume feedback from another mentor**
- ❑ **Sharpen your interview skills so that you ace your next interview!**
- ❑ **Perfect your answers to 8 of the most popular job interview questions**
- ❑ **Practice your new skills with your mentor**

RESUME SWAP



Resume Swap



- **Instructions**

- ✓ Take your resume and sit with the mentor you are assigned
- ✓ Review your resume with this mentor
- ✓ Come back together with your regular mentor to discuss what you learned

- **Be sure to make edits and e-mail your final resume to the program e-mail address before next session. This resume will be used during session next week!**

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**

- ✓ Presented with activity/scenario to complete as an example of your work
- ✓ Judged on quality of work and how effectively you can communicate

- **Group Interview**

- ✓ Judged on answers AND how you interact with others

You Got a Call-Back: Now What?



- **When scheduling your interview, in-person interview or phone interview, be sure to:**
 - ✓ Be flexible when scheduling, but give yourself enough time to prepare
 - ✓ Carefully read your correspondence to make sure you understand all information
 - ✓ Make a plan for how you will practice before your interview
 - ✓ If you know who will be interviewing with, do a LinkedIn and Google search

Preparing for the Interview



▪ Research the Company

- ✓ Read their website and do a Google search for additional information and any recent news
- ✓ Check if you have any 1st or 2nd degree LinkedIn connections who work or have worked at the company that you can speak with

▪ Revisit the Job Description

- ✓ Make sure you understand the position and job responsibilities
- ✓ What industry/job-specific questions might they ask?
- ✓ How could you be an asset to this company?
- ✓ What unique skills would you bring to this position?

Preparing for the Interview



- **4 best questions a job candidate can ask**
 - ✓ What do you expect me to accomplish in the first 60 to 90 days?
 - ✓ What are the common attributes of your top performers?
 - ✓ What are the one or two things that *really* drive results for the company?
 - ✓ How do you plan to deal with....?
 - This question changes based on your research of the company/industry. It can be a new competitor, new technology, etc.

- **Prepare additional questions based on what you learned about the company in your research**

Preparing for a Phone/Skype Interview



- **Your first interview will most likely be a phone interview**
- **What are YOUR best practices for phone/Skype interviews?**
 - ✓ **Prepare for a phone/Skype interview the same way you would for an in person interview**
 - ✓ **Make sure you are in a quiet place**
 - **If you end up in a place with noise and it is not conducive to the interview, be honest and ask to reschedule**
 - ✓ **If it is a Skype-interview, dress as if you are having an in-person interview**
 - ✓ **Don't be afraid of silences or lags in conversation**
 - ✓ **Keep your energy up by smiling and/or walking around**
 - ✓ **Have your resume printed out in front of you**
 - ✓ **Don't type on the computer during the interview**

Common Interview Questions



▪ The most common interview questions

- ✓ **Tell me about yourself**
 - Use your elevator pitch
- ✓ **What do you know about us?**
 - Do your research
- ✓ **Why do you want this position?**
 - Why do you love this company? Why do you want to work here?
- ✓ **Why should I hire you?**
 - Highlight your skills and who you are
 - What makes you a strong candidate for this position?
- ✓ **What is your greatest weakness?**
 - Provide a weakness and discuss how you are working on it
 - Do not say you have no weaknesses
- ✓ **What are your greatest professional strengths?**
 - Be honest and sell yourself

Behavioral Interview Questions



- **Questions that assess how you have behaved in situations in the past**
 - ✓ Tell me about a challenge or conflict you have faced at work, and how you dealt with it?
 - ✓ What's a time you disagreed with a decision that was made at work?
 - ✓ Tell me about a time you had to deal with pressure or a stressful situation
 - ✓ Tell me about a time you had to work as part of a team. What were the challenges, and how did you overcome those challenges?
- **When answering these questions use the STAR approach**

Behavioral Questions

Prepare answers/examples/stories in advance

Follow the STAR Method



COMPOSE YOUR ANSWERS TO THE TOP 8 INTERVIEW QUESTIONS



Drafting Answers to the Most Popular Interview Q's

- Draft answers to the top 8 interview questions (see page 5 in the module): use one of your Target Job Descriptions
- For the behavioral questions:
 - ✓ Utilize specific examples that the interviewer will remember
 - ✓ Structure your answers using the STAR method:



INTERVIEW PRACTICE



Mentor: Ask your mentee the 8 most common questions

Mentee: Answer each question, and revise your responses as needed



INTERVIEW PRACTICE RESOURCE TALKMEUP



▪ How It Works

- ✓ TalkMeUp uses AI trained by communication coaches and linguists to provide interview and public speaking training and feedback

▪ What It Measures

- ✓ Passion (enthusiasm, tone, articulation, confidence, facial expression)
- ✓ Content organization
- ✓ Engagement (composure, eye contact, pace, pronunciation, use of filler words)

▪ How It Helps

- ✓ Allows you to practice different skills
- ✓ Tracks your progress over time
- ✓ Provides individualized improvement tips based on your specific performance

WRAP UP

