Interview Practice

Winter 2020 StreetWise Partners

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Today, you will…

- Learn About Illegal Questions and Interview Follow-Up
- Practice for Mock Interview Day
- Interview a Mentor

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Networking Activity

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ILLEGAL QUESTIONS

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Beware of Illegal Questions

- **What are illegal questions**
  - ✓ Illegal questions are questions that have the potential to place a company at risk of a discrimination law suit.

- **Employers cannot ask about:**
  - ✓ Your age, religion, marital status, family planning, drinking habits, or salary history
  - ✓ In NYC employers can't ask if you've been arrested or convicted of a crime, but they can ask if there are any currently pending arrests or accusations
  - ✓ Employers can't ask about your past drug history but they CAN ask about your current drug use
  - ✓ **See your Session 9 Module for a full list of Illegal Questions**

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Beware of Illegal Questions

- Most interviewers are not out to discriminate against job applicants. Many of the illegal questions that interviewers ask are unintentional.
- The challenge for you is to figure out what to say and how to respond while you're sitting in that chair, faced with an illegal question.

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3 Ways to Answer Illegal Questions

1. Answer the question

- ✓ If you don't mind providing the information and you don't want to make waves, you can respond to the question and move on to the next one
- ✓ Keep in mind, however, that you should only answer the question if you are truly comfortable providing the information. This approach can work against you

2. Refuse to answer the question

- ✓ Inform the interviewer that the question doesn't seem to be legal or relevant to the specific requirements of the job
- ✓ Be forewarned, though, that such a direct response should really be saved for questions that are offensive or deeply troubling

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3 Ways to Answer Illegal Questions

- **Don't answer the question, but answer the intent behind the question**
  - ✓ This is usually the best option, since it allows you to provide a tactful answer without sacrificing your rights
  - ✓ To answer the intent behind the question, try to figure out what the interviewer REALLY wants to know
    - Example: If the interviewer asks if you are a U.S. citizen, a good answer would be, "I am legally authorized to work for your company."
    - Example: If the interviewer asks if childcare will be an issue, a good answer would be, “if you are asking about my ability to be at work everyday and commit to this job, I can assure you that I am fully committed to my work and finding success in any job I do. Part of that commitment is being in the office and attending all meetings.”
    - Example: If the interviewer asks how much you are making at your current job, a good answer would be, “At this time I am looking for a salary range between $35,000 a year and $45,000 a year.”

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ILLEGAL QUESTIONS ACTIVITY

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Illegal Questions Activity

- **Look at the questions on page 2 of the Session 9 module**

  ✓ Identify which question types you may be asked in an interview based on your background

  ✓ Identify the intent behind the questions

  ✓ Develop responses for each of those questions

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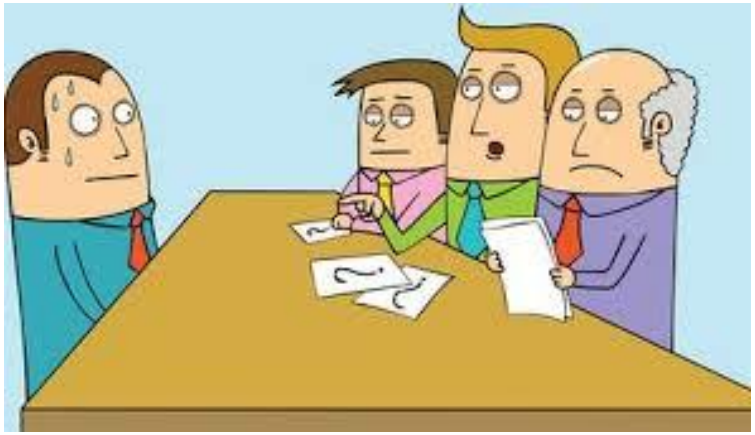
WHEN INTERVIEWS GO BAD



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INTERVIEW PRACTICE

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Interview Practice

- **Mini Mock Interview**
  - ✓ Practice for next week's Mock Interview Day
  - ✓ Treat this as you would a real job interview
  - ✓ Remember: Confidence is key!

- **Exercise Directions:**
  - ✓ Mentees will go through one 15-minute mock interview with a different mentor/mentor pair, followed by an additional 10 minutes for feedback
  - ✓ Mentors, use the questions on pages 4 and 5 of your mentee's session 9 module
  - ✓ Mentees, use the job description and resume that you will be using for Mock Interview Day.

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TABLES WILL TURN ACTIVITY

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INTERVIEW FOLLOW-UP

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After the Interview: Follow-up is Key!

- **Thank you emails**
  - ✓ Send a thank-you note within 24 hours to each person who interviewed you
- **Working with a recruiting agency?**
  - ✓ Call him/her as soon as possible after the interview to critique and assess what happened
- **Referred by a friend/colleague?**
  - ✓ Call him/her as soon as possible after the interview to critique and assess what happened
  - ✓ Restate your interest in the position (if you are still interested)
- **What if this isn't the right position for you?**
  - ✓ Stay professional but withdraw from the process

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Thank You Email

- **What is important to include in a thank you email**
  - ✓ Reference key points of your conversation
  - ✓ Reiterate your enthusiasm for the position and your desire to work for that company
  - ✓ Reiterate your qualifications and sell yourself (without being too over the top)
  - ✓ Be professional!
  - ✓ Make sure there are no spelling/grammatical errors
- **Make an impression!**
- **See your Session 9 module for a thank you email template**

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MOCK INTERVIEW DAY

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Interview Checklist

- ❑ Dress for success – **Business Professional Attire Required!**
- ❑ Do your research
- ❑ Bring extra copies of your resume
- ❑ Bring a notepad and pen to take notes
- ❑ Print the job description for you to reference
- ❑ Have questions prepared for the end of the interview
- ❑ Practice responses for the top 8 interview questions so your prepared – Connect responses to the job description and **practice!**
- ❑ Ask for a business card so that you can write them a thank you note and follow up as needed

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Mock Interview Day

- **Format**
  - ✓ New one-time volunteers will conduct mock interviews
  - ✓ 3 Different types of interviews
    - HR Representative
    - Manager
    - Director
  - ✓ Interviewers will provide feedback after each interview
  - ✓ Use this as a networking opportunity!

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INTERVIEW PRACTICE

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Interview Practice

- **Mini Mock Interview**
  - ✓ Mentees: use what you learned from the Tables Will Turn activity to strengthen your interview skills

- **Exercise Directions:**
  - ✓ Mentees will go through one 15-minute mock interview with a different mentor/mentor pair, followed by an additional 10 minutes for feedback
  - ✓ Mentors, use the questions on pages 4 and 5 of your mentee's Session 9 module
  - ✓ Mentees, use the job description and resume that you will be using for Mock Interview Day.

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Wrap Up

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