Acing Your Job Interviews (Part I)

**Description**

Learn strategies for how to navigate the interview process including information to gather ahead of time, how to approach common questions, and following up with prospective employers.

**Content Outline**

***Agenda***

* Pre-Interview Work
* Interview Strategies
* Post-Interview Tips
* Q&A

***Topics and Talking Points***

**Acing Your Job Interviews (Part I) (30 Minutes)**

* **Pre-Interview Work (Alex) (5-7 minutes)**
* What to research/look into
  + Who will conduct the interview? What type of interview?
  + Company information – review, recent news, goals/mission, staff, culture
  + Speak to your references and contacts – they might have insight and it’s beneficial to give them a heads up about potentially being called. Share the job description.
  + Salary ranges for negotiation
* What to compile
  + Print paper copies of your resume
    - Have examples ready and be able to explain any gaps
  + A list of questions to ask the employer
  + Any additional documentation or requested work like a portfolio
* Additional factors
  + Have your outfit ready
  + Map your route and plan your time accordingly
  + Determine if you want to bring anything like a pad of paper, water, etc.
  + Practice interviewing – including greetings and thanks
  + Remember that this is as much an interview for you as it is for them
* **Interview Strategies (Phil) (10 minutes)**
* What is a Behavioral Interview?
  + Define and supply common questions
* STAR Method of answering (high level overview – more discussion in Part II)
  + Review each part and supply an example
* Selling yourself
  + The 30-second elevator pitch (Overview –discuss how to create one in Part II)
  + If a question catches you off guard, take a pause rather than fumble
  + Gauging the audience – would humor help or hurt?
* Asking clarifying questions
  + Do you want to know more about the company, position, organizational structure, culture?
  + Do you want to know what a “typical” day is like?
  + What does the interviewer enjoy about working there?
  + What does “success” mean to this company?
  + What are the next steps in the process? Second interviews? Tests? Timeline.
* Wrap Up
  + How to thank the interviewer
  + Feedback (or lack thereof) – legality
  + Things the interviewer may not be able to comment on
* **Post-Interview Tips (Alex) (5-7 minutes)**
* Sending a follow up thank you note/email
  + Know that you may not receive a reply
* Do you reach out if time has passed and you haven’t been contacted?
* If you don’t get the job, would you send a “thanks for consideration” if you think you might apply for another position in the company in the future?

**Q&A (15 Minutes)**