

# Interviewing

*A Component of BestPrep's Classroom Plus Program*

**Presenter Info: Name and Company**



# Agenda

- Purpose of an Interview
- Before the Interview
- During the Interview
- After the Interview



# Interview Fails

\*\* Interviewee answered a personal call during the interview and spent five minutes talking to his friend.

\*\* Interviewee apologized for her nail polish being chipped and proceeded to repaint her nails right then and there.

\*\* Interviewee announced she hadn't had lunch and proceeded to eat a hamburger and french fries in the interviewer's office.





*Inspire. Educate. Connect.*

# Purpose of an Interview

**Why do we do an interview?**



# Why do we Interview?

From a company standpoint, an initial interview has the purpose of answering these three basic questions:

Are you able to do the job effectively?

Are you willing to put forth the effort required to be successful in the position?

Are you manageable?

A stylized illustration of three people (two men and one woman) standing in a row. They are surrounded by large, semi-transparent question marks in blue and yellow. The background is a light blue gradient.

"If done effectively, the interview enables the employer to determine if an **applicant's skills, experience, and personality meet the job's requirements.** It also helps the employer assess whether an applicant would likely fit in with the **corporate culture.**"

-Society for Human Resource Management

# The First Step: Before the Interview



**Interviewer:** So why do you want this job?

**Me:** Well, I've always felt passionately about not starving to death



## How do you prepare for an Interview?

# Before the Interview: Research

- Research yourself – What are your:
  - Skills
  - Strengths
  - Experiences
- Know your resume
  - Be able to expand on what is on your resume
- Learn about the company
  - What do they do?



# Before the Interview: Practice

## Practice Interviewing:

- The more you prepare the less nervous you will be
- Practice responses to interview questions
- Think about experiences (clubs, jobs, courses, volunteer work) that demonstrate the skills they are seeking-  
-practice talking about them out loud



# Before the Interview: Be Prepared



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01

Have a couple questions to ask the interviewer prepared before the interview

02

Print copies of your resume & bring with you

03

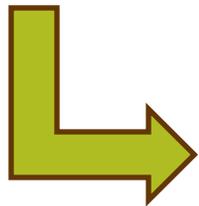
Map out the location of the interview

04

Plan out an appropriate outfit : Dress for your role

05

Get there early - but not too early!



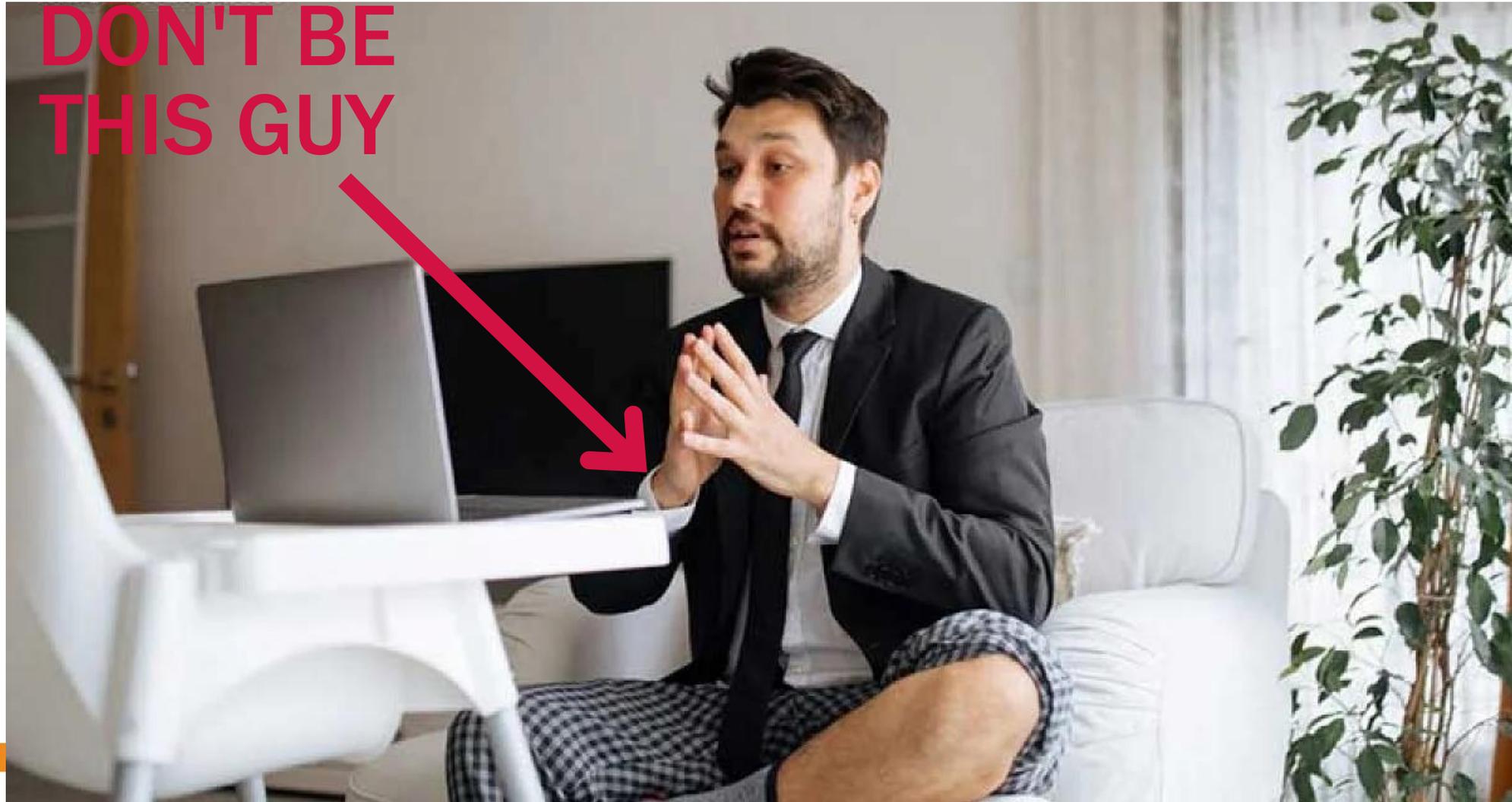
## Sample Questions:

- What do you enjoy about working here?
- I saw XYZ on your website. Can you tell me more?

# Interviewing Attire: Dress for Success



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**DON'T BE  
THIS GUY**



# Interviewing Attire?



# Interviewing Attire - Men

**DRESS CODES**  
**MEN'S**



Business - Formal



Business



Business Casual



Smart Casual



Casual

# Interviewing Attire - Women

DRESS CODES

WOMEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

# The Interview

What happens  
now?



# During the Interview

## Introduction:

- Smile
- Shake hands
- Make eye contact
- Thank the interviewer!
- Small talk



First impressions formed here,  
so appearance and manners really do matter.

# Giving a Proper Handshake



# Practice your Handshake!

- Shake 3 people's hands
- Introduce yourself
- Give each other feedback



# Question:

## Tell Me About Yourself

Tell me about yourself

- Keep it professional, avoid personal info.
  - Focus on your extra-curriculars, elective courses that demonstrate your interests, and any work or volunteer experience
  - Assume they have not seen your resume
- Example Video [1](#) and [2](#)

# Example 1:



**Classroom Plus**

powered by  **bestprep**

## Example 2:

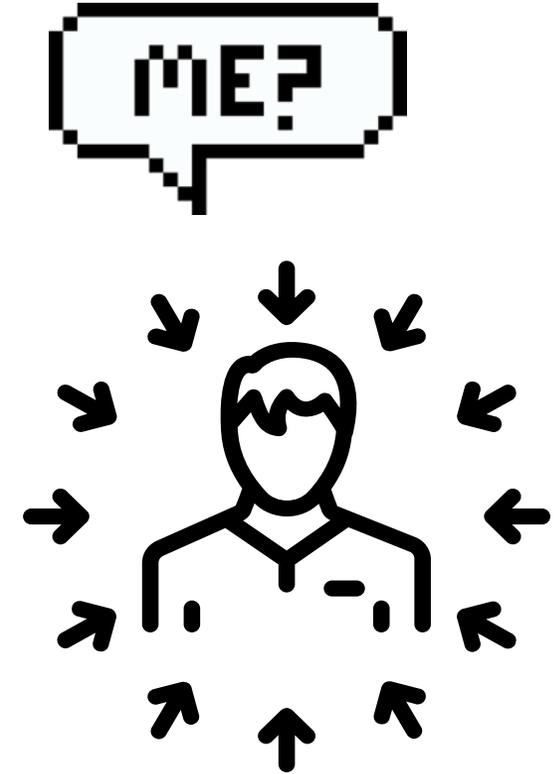


# Question:

## Strengths and Weaknesses

### Strengths & Weaknesses

- Strengths Q: List two strengths and give details/examples
- Weakness Q: Be honest, say one of your weaknesses and explain to them how you are working on that weakness



# Questions Cont'd

Which of your high school accomplishments are you most proud of?

- Highlight an accomplishment, how you achieved it, and what you learned

Why do you want to work for our company?

- Articulate your knowledge of the organization and why you are a good fit

Questions off your Resume

- Don't put anything on there you can't talk about in detail



# Behavioral Questions

## Behavioral Questions

*The best predictor of future behavior is past behavior*

- Sounds like...
  - Tell me about a time when....
  - Give me an example of...
  - Describe a situation....

## Examples:

- Give me an example of a time when you had to work as part of a team to achieve a result, what was your role?
- Tell me about a time when you had to work with a difficult customer, how did you handle the situation?

# STAR Method



**S**ituation: Describe the situation you were in

**T**ask: Describe a Specific time when you used the skill identified in the question

**A**ction: What was your role within the described situation/task?

- This should be the longest and most detailed part of your answer

**R**esult: What was the outcome and what action did you take to reach that outcome

- This is the part that often interviewees don't focus on enough
- Be specific, how did you know you were successful

# Practice!

- You applied for a job that strongly emphasizes *teamwork*
- Think of an example of an experience you've had that demonstrates teamwork
  - Example: worked with a team of four people on a school project
- Write out the story using the STAR method
- Pair up and practice telling your example (STAR)



# STAR Method Example

**Situation:** In my History class, we often work in teams to complete projects.

**Task:** We were working on a presentation about Poland during World War I and each team member had to participate in the project.

**Action:** I lead the group to assign tasks, create a presentation outline, and held everyone accountable to our timeline. I followed up with team members to make sure everyone completed their piece of the presentation. We noticed that we had missed an important part for our presentation and we had to schedule an extra meeting to make last minute changes.

**Result:** We were still able to finish the presentation on time. Because of our timeline, we were able to quickly adapt when the extra meeting was needed. All the group members contributed, and we received a 95% on the presentation.

# Practice On Your Own

Now that you have practiced, continue to think of more examples

- Write out stories that best illustrate your skills.
- Use the job description to help you figure out what skills they are seeking
  - Teamwork
  - Time management
  - Leadership



# Ending the Interview

- You will be given the opportunity to ask questions
  - Make sure you have a few prepared
- The interviewer will discuss the next stages in the process
  - If they don't give you a timeline, ask!
- Thank the interviewer for the opportunity



# Interviewing Don't's

- Smoke before an interview or chew gum or eat during the interview
- Arrive late
- Mention personal, domestic, or financial matters.
- Try to create answers you think the interviewer wants to hear
- Exaggerate experiences



# After the Interview



- Send a Thank you note!
  - Email is acceptable
  - Mention something that will remind them of your interview ‘I enjoyed learning more about the customer service team ’
  - Say that you look forward to hearing from them soon
- Be sure to follow up with the organization if you are still interested in the position
- If they said they would contact you by a certain date and you haven’t heard from them, be sure to contact them!

# Questions?



# Student Survey



# Thank You!

BestPrep gratefully acknowledges the support provided by University of Minnesota-Twin Cities Career Development Network to offer Interviewing as a part of Classroom Plus.

