

INTERVIEW SKILLS WORKSHOP SPRING 2024



Claremont Graduate University
Career & Professional Development



TYPES OF INTERVIEWS

INDIVIDUAL | One-on-one with candidate and employer.

VIRTUAL | Candidate and employer conduct live interview virtually.

VIDEO | Candidate is recorded responding to a series of timed questions.

PANEL | Candidate and a group of employees.

TELEPHONE | Individual or group setting.

EMAIL | Candidate responds to a series of questions.

GROUP | Multiple candidates interviewing at same time, same room.

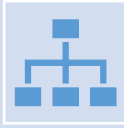
INFORMAL | Conducted in an informal setting (i.e. lunch, coffee).

PREPARE FOR AN INTERVIEW



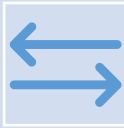
Review and understand

Assess and tailor to job description.



Review and relate

Evaluate experience to position and organization.



Identify

Select examples and transferable situations.



Review and prepare

Draft replies to potential questions.



Practice

Practice with others, verbally and in written form.

INTERVIEW ATTIRE

What to Wear

- ✓ Research the industry when deciding on attire.
- ✓ Gravitate towards darker colors.
- ✓ Suit, tie, jacket, matching socks (no white socks).
- ✓ Skirt/slacks, blouse, jacket, closed-toed shoes.



WHAT TO BRING TO AN INTERVIEW

IN-PERSON

- Portfolio for writing or carrying items.
- Writing instrument.
- Multiple copies of your resume.
- Portfolio, written, sample industry drawing.
- Identification.

VIRTUAL

- Have resume on hand.
- Company details and job posting available.
- Samples links to sites and publications.
- Clean or non-distracting background.
- Appropriate video settings (*lighting, centering*).

THE INTERVIEW PROCESS

Greeting

Introduce yourself to interviewer/s. If possible, shake hands and make eye contact.

Warming Up

Small talk is important. This is the chance for the organization to get to know you on a personal level.

Formal Questions

Respond with power stories incorporating your transferable skills.

Closing

Ask questions. (*Have 2-3 prepared before interview*).

COMMON INTERVIEW QUESTIONS

TELL ME ABOUT YOURSELF

Standard ice-breaker, 1 minute answer.

Talk about what you're doing now

- Degree
 - Experience
 - Interests
 - Skills
 - Major
 - Accomplishments
 - Career Goals
-

Your past experience ↔ your future goals ↔ relation to industry.

State reasons for wanting to intern/work for the company.

OVERCOMING NERVOUSNESS

- Practice, practice, practice! Talk out your responses verbally. Write out and rework areas in need.
- Arrive early. Enter interview area 15 minutes prior (virtual: 5 minutes)
- Breathe deeply and stay calm
- Use the restroom prior to interview.
- Focus attention towards employer during interview, be confident
- ✓ DO NOT give a negative answer by simply saying “I don’t know”
- ✓ Take a minute to gather your thoughts
- ✓ DO NOT trail away from the subject or answer falsely

UNDERSTANDING NON-VERBAL BEHAVIOR

- **POSTURE** | Sit up as straight as possible but not too stiff.
- **EYES** | Look at interviewers in their eyes. Eye contact creates trust.
- **SMILE** | Smile a lot. It creates peace and shows personality.
- **ARMS** | Avoid crossing arms. Match interviewer's stance when possible.
- **VOICE** | Talk loud enough. Complete answers with same voice level.
- **LISTENING** | Truly listen to interview questions and organization's thoughts.

RESPONDING TO QUESTIONS DURING THE INTERVIEW

How you respond to a question is essential. Treat each response the same way you would write a paper.

Introduction

Repeat the question. This will give you a chance to think of your response and remember the question.

Body

This part of your response is an open-door opportunity to provide a short story that relates your experience to the question. Be clear and concise and use examples of how you utilized your knowledge and skill.

Conclusion

Repeat the question again. For example, “ That would be my greatest strength and challenge. Does that answer your question?” This will indicate you have finished responding, therefore, implying you are ready for the next question.

THE STAR METHOD



Situation – Give context to your answer



Task – Elaborate on the challenge and your role



Action – Explain how you handled the situation or overcame the challenge



Result – what you achieved in the process

ENJOY YOUR INTERVIEW

- Learn to make interviewing fun!
- Interviewing is a conversation between two or more people that may not know each other. That's all it is.
- This is your chance to review your amazing accomplishments and experience that you have worked so hard on.
- Shine!



6 SMART QUESTIONS TO ASK AN INTERVIEWER

- What skills does the ideal candidate for this position have?
- How is performance measured in this job?
- Can you describe a typical day for this position?
- What are the immediate challenges a recruit faces in this job?
- What do you like most about working for this company?
- What are the company's biggest challenges currently?

CLOSING THE INTERVIEW

- Have several prepared questions (not related to salary).
- Summarize job and position responsibilities.
- Summarize your strengths, transferable skills and valued offer.
- Reaffirm interest.
- Determine the time frame and next point of contact.
- Thank the interviewer/s, shake their hands.
- Request their business cards and contact information.

AFTER THE INTERVIEW

Evaluate your performance

Immediately after interview, sit in a quiet space. Write down all questions you were asked. This will help you to prepare for future interviews and reflect on your responses.

Thank you's

- Write your thank you letter before the interview. Therefore 98% of your letter will be done.
- After the interview, reread the letter for content related to the interview and make any necessary changes. Reaffirm interest and why you are the right candidate.
- After completion, send an email.

Your interview doesn't end until your email is in their inbox!!

HOW TO RESPOND TO A JOB OFFER

Thank them for the opportunity

- Spend a few minutes engaging in casual talk.

Ask for some time to think about the offer

- Time to think about the offer; weigh pros and cons of position.
- Gives time to contact other pending offers.
 - May speed up the process of multiple offers to retain you.
 - May give additional bargaining power.

METHODS TO HANDLE REJECTION

Experiencing rejection is not fun! We all have been there at one point in our life.

- Reflect on your responses. What would you change? Keep the same?
- Were you really interested in the position? Did you see/feel any “red flags”?
- Were you qualified?
- Did you express your transferable skills and how they relate to the position?

Don't beat yourself up. This is a learning experience. Keep moving forward.

Stay positive!!! This opportunity was not meant to be at this point in your life.