# Purpose and Agenda

**Purpose:** Provide you with tools and tips so you can improve your performance your during interviews

# Agenda:

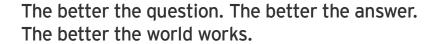
- 1. About interviews
- 2. Positive mental state
- 3. Prepare for the interview
- 4. During the Interview
- 5. After the Interview
- 6. Exercise
- 7. Share experience
- 8. Takeaways



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# **About Interviews**

Reasons behind interviews







# What is an interview?

A meeting at which a <u>person</u> who is <u>interested</u> in **getting a job** or admitted in a **post-secondary institution**is <u>asked</u> <u>questions</u> to <u>learn</u> how well the <u>person</u> would
be able to do it



# Why interviews?

#### Job Interviews

- ✓ Accurately assess competency, fit and motivation.
- ✓ To see if the candidate meets the requirements for the role
- ✓ Assess verbal communication skills
- ✓ Clarify the job role and responsibilities





# Post-Secondary Education

- ✓ Opportunity to learn more about you and your interests
- ✓ Knowledge about the career you are about to embark
- ✓ Assess ability to communicate clearly by verbally articulating your thoughts and ideas
- ✓ In-class discussion and collaboration are fundamental activities of the programs



Your objective is to convince the person that you are the best person

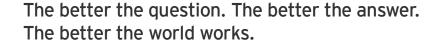
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# Develop and Maintain a Winning Interview Mindset

Positive mental state







### Positive mental state

- It is critically important that you have a positive upbeat emotional state when you are going into an interview
- Think of this whole experience as a positive thing or at least an interesting one
- Be present and act like there is nothing else in the world you would rather be doing than talking to this person right now.



# Visualization exercise to get you on a positive mental frame before the interview

- Close your eyes
- 2. Imagine that everything is going well
- 3. This interviewer liking you
- 4. The interviewer seems happy and offers you a job at the end of the interview / admit you into the program you applied for
- 5. You are incredibly happy with it
- 6. Open your eyes and go for it!

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# Prepare your Interview

Roll up your sleeves and prepare well for your interview







# Job Interview Preparation



# How to prepare for a successful interview?

### 1. Research the company

- Spend at least 1 hour on their website
- Know exactly what they do, their values and relevant recent changes
- Think about how you can contribute to their mission

### 2. Review one more time the job post

- Identify the required and preferred qualifications
- Know the main responsabilities of the job

#### 3. Know your resume

- Be prepared with descriptions of any volunteering as well as other experiences that prove your abilities (e.g. school clubs, family responsibilities)
- Remember start and completion dates

## 4. Prepare for most common questions

Reflect on the following questions (suggest writing the highlights of your responses):

- Tell me about yourself.
- What are you looking for in a position?
- What makes you the best candidate for this job?
- What has been your biggest achievement so far?
- When could you start working if you were selected for this role?
- What is your salary expectation?
- Do you have any specific questions about this role?

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# Job Interview Preparation



# How to prepare for a successful interview?

### 4. Practice interviewing

- Why? To practice how you will respond to them
- Mock Interviews with a trusted friend or with your parents
- Record a video and find ways to improve how you communicate (verbal and non-verbal)

### 5. Choose your interview attire

- Clothes are free of wrinkles and stains and they fit correctly.
- If unsure of the dress code, it is best to dress more professionally

## 6. Plan logistics

- Search the day before how to get to the location
  - Google maps search or go directly to the location
- Do not get on time, get there early!
  - Show up from 10 to 15 minutes earlier
- Print copies of your resume and references



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# Post-Secondary Institution Interview Preparation



# How to prepare for a successful interview?

### 1. Go over your application package

Read again and internalize your personal profile

## 2. Review the institution's website and the program you applied for

- Find what is that you like the most about the program?
- Why did you choose the institution?
- Read about the things that the institution values the most in candidates

#### 4. Review the instructions

- Date and time
- Format of the interview (in-person, pre-recorded video, virtual)
- Download and install any software, if needed

#### 5. Take time to reflect

- Think about past challenges, achievements, strengths, and beliefs.
- Focus on what you learned from experiences

### 6. Rehearse your interview

Record your interview, self assessed your performance and find ways to improve

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# Virtual Interviews Preparation



# How to prepare for virtual interviews?

## 1. Test your technology beforehand

- Check the day before:
  - Internet
  - Camera, microphone, audio
  - Download any necessary software
  - Battery 100% or PC plugged

#### 2. Limit distractions

- Find a quiet location
- Room that is clean and professional-looking
- Place your computer on a table or desk instead of your lap or couch
- Close all other browser windows and programs
- Silence all audible alarms and alerts
- Make sure there's good lighting in front of you
- Pets in a designated room



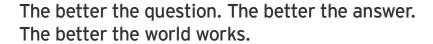
# 3. Wear professional attire

Dress the same as you would in a face-to-face interview



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# During the Interview







## **Job Interview**

- Make a good impression right away by being nice, pleasant, respectful, and cheery to everyone
- Shake hands, look them in the face and thank them for their time.
- Address the interviewer in a slightly formal way (e.g. Mr. Morris)
- Stay cool manage your emotions
- Sound conversational and confident
- Win them over with authenticity and positivity
- Respond truthfully
- Keep your answers concise and to the point
- Do not speak negatively about any previous experience
- Ask questions to show interest
- Ask for next steps

# **Post-Secondary Education**

- Be clear, insightful, and complete
- Be genuine and unscripted
- Show your enthusiasm about the program and institution
- Demonstrate professionalism and maturity
- Confirm that you have understood the questions asked by providing relevant responses.
- Open questions, meaning that there isn't one correct answer.



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# Body Language and Non-Verbal Communication



Your body language may shape who you are | Amy Cuddy



#### Posture

- Upright posture communicates openness and strength of character
- Crossing of arms is very hostile and indicates unreceptiveness



## Hands

- Confident candidates may keep their hands in lap while occasionally using hand gestures
- Chopping or pointing motions exhibit aggressiveness



# Eye contact

- Strong eye contact shows interest and confidence in their participation
- A candidate who avoids eye contact may be unable to drive processes or may have something to hide



# Legs

- Restless legs could anticipate the candidate is uneasy
- Crossed legs may indicate that the candidate is disengaged





# **Expression**

- Excessive smiling, laughing and nodding appear patronizing
- ► Gazing aimlessly shows disinterest



# **Gestures**

- Scratching an itch or biting fingernails may indicate nervousness
- Popping knuckles or twirling of hair could show signs of anxiety



### Attire

- Shows the candidates taste and judgment
- Awareness of professionalism



# **Manners**

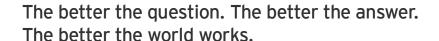
- ► Gum chewing, cell phone interruptions may indicate that the candidate is unsuitable
- Arriving late to an interview may show the candidate lacks punctuality





# After the Interview

Steps to do right after a job interview







## What to do after the interview?

# Job Interviews

### Send a thank you note

- Email or handwritten note within 24 hours of the interview.
- Express your appreciation for the opportunity to interview for the role and reiterate your interest in the position.

#### Follow instructions

- If you were given any instructions, such as following up via email, follow them.
- Request clarification during your follow-up email.
- Send reference contact information

#### Follow up

One week after the interview and again after two weeks.

# Post-Secondary Institutions Admissions

- Be patient
- Check the admissions timelines dates



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# Takeaways

- An interview is really a conversation with another person(s) where you demonstrate your interest and capabilities for what you are applying for
- It is critically important that you have a positive upbeat emotional state when you are going into an interview
- Preparation is the best recipe to reduce your nerves during interviews
- Verbal and non-verbal communication is equally important
- Interview practice can boost your confidence during important interviews by helping you refine your interview skills
- Be yourself so you can have authentic conversations and showcase your full potential



# Annex 1. Checklist to evaluate your interviewing reheaseals

Fill in each box with either a Y (Yes) or N (No)							
Body 1	ake:	1	2	3	4	5	6
Good Posture							
Good Eye Contact							
Appropriate Clothing							
Appropriate Hair							
Movement							
Good Face Movement/Expression							
Good Head Movement							
Hand Gestures							
Body Motion							
Moves Around the Room Naturally							
Voice volume							
EnergyEnthusiastic and Passionate							
Proper Breathing							
Variation In Tone/Conversational							
Pauses							
Speaking Speed							
Seems Confident							
Seems Comfortable							
Message Interesting Opening							
In the Moment, "Fresh"			_	_			
Verbal Tics (Ah, Um, Er, Like, Ya Know)			_				
Easy to Understand Message							
Good Transitions			_	_			
Boring							
Engaging			_	_			
Interacts with Audience							
Simple, Focused Message – Identifiable Key Points							
Great Examples	•		_	_			
Relevant Stories							
Dialogue							
Good, Simple Words							
Changes Sentence Structure, Some Rhetorical Ques	tions						
Biz Speak and Fillers, "Going Forward" "If You W							
Explains Benefits to Audience							
Calls for Action			_	_			
Strong Ending							
Strong Ending							
PowerPoint							
Good, Simple PowerPoint Slides							
Dumps Data Excessively							
Slide Management							
Worthwhile Pictures							
Utilizes Blank Screen							
Ignores Audience						$\vdash$	
			I	I	1		

# Annex 2. Essential qualities that companies look for in candidates

#### Communication

- ► Communication skills are essential
- Attention to detail
- Capable of speaking their mind

#### Positive attitude

- Linked to professionalism
- ► Carries over into the work place and into job performance

#### Cooperation

- Ability to join a team and be part of the work family
- ► Teamwork is key to business success

#### **Goal-oriented**

- ► Sees a new position as a challenge
- ► Fulfillment of a goal rather than means to a paycheck

#### Flexibility

- Adapt to different circumstances and different people
- Ability to handle unforeseen events with calm and grace

#### Dependability

- Complies with company rules and procedures
- Trustworthy with company resources
- ➤ Show up on time and give their all to every project

#### Integrity

- Hand in hand with dependability
- ► Honest and upfront in all aspects of their employment

#### Creativity

- Versatile team member
- ➤ Solve unexpected problems with confidence
- Apply skills to a variety of different situations

#### Organization

- Exhibits strong organizational skills
- Doing many tasks at once does not mean doing them well

#### Intelligence

- Confidence to think on their feet
- Always coming up with new ideas
- Innovative and adaptable to different surroundings



