

LVX
VERITAS
VIRTUS

Lesson 6: Interviewing and Mock Interviews

ENCP6000





See a TA or Instructor and make sure they look at your interview attire and you get an index card





Write your NAME, NUID and SECTION neatly on the card you were given

At the END OF CLASS bring your card down and put it on the table in the front of the class room


Lesson 6 Learning Objectives

1. Identify the different types of interviews and articulate their purposes and differences.
2. Prepare for and carry out an interview in accordance with professional standards.

Which of the following are generally true about an interview?

- A. The most qualified person gets the job.
- B. If you're invited to an interview, the job is still open.
-  C. When they ask where you want to be in five years, they want you to demonstrate ambition.
-  D. You should keep your answers short.
- E. It's a trick question...none are true.

Which of the following are generally true about an interview?

- A. The interviewer is always prepared.
- B. The interviewer always asks good questions.
- C. They want you to accept their offer of refreshment.
- D. The interviewer wants additional materials like references.
- E. There's a right answer to an interviewer's question.
-  F. It's a trick question...none are true.

Tips for a Successful Interview

- [Tips for a successful interview](#)

Overview

Purpose of an interview

What employers expect

Proper dress / attire

Parts of an interview

- Preparation
- The introduction
- Questions asked
- The closing

Purpose of an Interview

- To highlight your **skills, strengths**, and **abilities** and learn more about the position and organization.
- To determine if you are the **right person** for a particular job **AND** if the job is the **right fit** for you!
- The employer wants to know, "**Why should I hire YOU?**"
- You must know your **selling points** and be ready to communicate their **value** in relation to the position you are seeking.

Knowing what to expect and how to conduct yourself in an interview greatly enhances your chances of getting a job offer.

What Employers Expect!



You've researched the
company and position

Appropriate interview attire/dress

You will provide extra resumes

You will ask *intelligent* questions

Self-promotion

Punctuality

Thank you note within 24 hours of interview

Attire



- Remember the key points from Lesson 3: Networking
 - Business Professional
 - Business Casual
 - Smart Attire
- Personal hygiene is a must
- Ensure your phone is on silent



Parts of an Interview

Preparation

The Introduction

Questions & Answers (Q&A)

The Closing

Part 1: Preparation *get ready*

- ✓ Know yourself
- ✓ Know the career field and organization
- ✓ Know what questions you are going to ask
- ✓ Practice answers to questions; prepare anecdotes or examples to illustrate.

**Big Interview
& Career
Services**



Know the Organization

Organizational Research

- Basic industry information and products or services
- Why this employer interests you/how you can contribute
- Review employer website, be aware of current events
- Google, CNBC, GlassDoor, and LinkedIn to research interviewers and companies
- [Company Research 101](#)
- [Job Search \(Research\) Mistakes To Avoid](#)

Know Yourself

- Be ready to discuss interests, strengths and achievements and how they relate to your career interests.
 - Academic course work and projects
 - Why you came to graduate school
 - Experience and Skills
 - Match to the Position / Organization
 - Anything on Your Resume!

Start with Your Strengths

- What are your 3 greatest strengths?
- What sets you apart from the competition?
- How would you describe yourself?
- How would others describe you?
- Why should the employer hire YOU?

Examples: creative, detail oriented, punctual, communication, analytical, leader, team player, flexible, perform under stress, collaborative, dependable, etc.

Be concise!



Interview Preparation Worksheet

SKILL	Where Acquired	Illustration/ Anecdote	How it Might Apply

PART 2: The Introduction

The Introduction:

Employers typically form a lasting impression within the first few minutes. Begin the interview with:

- a firm handshake and good eye contact
- a warm smile and confident introduction
- a sense of enthusiasm and confidence!
- Sports and weather



PART 3: Typical Interview Questions

What are your strengths/weaknesses?

What do you know about the company?

Why are you interested in this position/organization?

What are some of your accomplishments?

What do you do at work if you have free time?

Where do you see yourself in 5 years?

List 3 things a co-worker might say about you?



Behavioral Interview

Tell me about a time....

- When you faced a challenging deadline.
- When you disagreed with your manager.
- When you had to use strong organization skills.
- Had to use conflict management skills.
- When you made a mistake.

Tell me about...

- The best/worst team project that you worked on.
- Your best leadership role.
- A collaborative experience.

Answer using B.A.R. Stories

- **Background**

- Give the background of the situation or task to the interviewer
- Situation, Obstacles

- **Action**

- What action did you take to complete the task/overcome the situation or challenge?

- **Result**

- What was the outcome? Quantify when possible!

Practice!!! Practice!! Practice!

Behavioral Interview Tips

- Be concise when you answer.
- Use stories that are recent, relevant and distinguishable.
- Make sure the story is appropriate to the interview environment. Look at the job description for relevant competency skills!
- Challenging to predict what you will be asked: prepare by reflecting and writing about some key “situations” or “scenarios” that you have experienced in your career.
- You can modify the emphasis in the story, depending on the question.

BAR: Exercise

Write a behaviorally based question that is based on *your* resume.

- Write down your answer to the question using the BAR method.
- Your answer should contain the background, the action you took and the result.
- Exchange questions with a partner and get feedback.

Set aside time to practice your responses so you're prepared for an interview!

Prepare Questions to Ask at your Interviewer

- Asking questions demonstrates your interest, knowledge, fit and enthusiasm
- Think about the aspects of the job and organization you want to know more about
- Ask questions that reflect your knowledge of the position, field and employer
- Keep questions positive
- Always speak up and speak slowly

Part 4: The Closing

Ask Questions:

- Is there anything more I can tell you about my skills and experience?
- Can you tell me what kind of training a new employee can expect?
- I'm especially interested in_____! Would that be something I would have a chance to do or learn?
- May I have your business card?

The Goodbye:

- Summarize your interests, strengths, skills, why you want the position, and how you can contribute to the position/organization
- Inquire about the next step and the anticipated timeframe for a decision.

Interview Formats

- **Phone Screen 1:1**

- Handle like an in-person interview
- Set a prearranged time.
- Don't do "on the fly" interviews ("I am on the T", "I am not where I can talk" are good responses)
- Traditionally 30 minutes to get acquainted

Some technical but mostly about your background and fit

Could be conducted by a recruiter

- **Sequential (Multiple 1:1)**

- Traditional 30-45 minutes

Involve a number of "first impression" opportunities

At least one or more technical interviews

Hiring managers and Recruiter

Could be behaviorally based

Interview Formats

- **Panel**

- 1:3-5 interviewers
- Expect a technical element
- Good way for employers to meet many applicants in a short time, and to see how you act in a group setting
- When responding, make brief contact with everyone on the panel as you speak.

- **Lunch**

- Could be 1:1 or 1:2-3
 - You will do the talking, they will do the eating
 - Order something simple and clean

Interview Formats

- **Simulations**

- Ask you to solve a problem, exercise or take a test
- Mostly interested in your thought process

- **Group Interview**

- Several candidates are interviewed simultaneously
- Employers get a sense of your leadership style and how you might function on a team
- Treat everyone with respect; avoid power struggles
- Ask well-timed and intelligent questions
- Don't monopolize the conversation
- Don't "let down your guard" – even if you are not speaking you are still being observed.

Interview Formats

- **Video Interviews**
 - **Skype**
 - Bad Connection
 - Poor Audio
 - What is in the background?
 - Are you alone?
 - **Same Preparation and format as a Regular Interview!**
 - **Speak clearly, look at the camera**

Body Language



- Sit up and lean slightly forward.
- Maintain eye contact and smile appropriately.
- Look interested.
- Avoid fidgeting or nervous laughter.
- Avoid excessive hand gestures.
- Control your voice - use inflection but speak calmly.

Final Notes

- [NEU Free Resources](#)
- Following-up
 - In the interview, listen to the employer to see if they provide information on their timeline or next steps
 - IF they don't mention, ask
 - IF they don't know, give them a week before reaching out about your interest in the role and desire to move forward with the company
- Traveling out of country while applying and interviewing is NOT advised!

Write a thank you note...

- After the interview, send a thank-you note within 24 hours by e-mail
- If multiple people interviewed you, be sure to send each person an individual thank you note
- To really stand out, reference something that you talked about with each person in each individual note
- Samples can be found here: <https://careers.northeastern.edu/app/uploads/Interview-Thank-You-Samples.pdf>

Assignment

- Upload your LinkedIn URL into Blackboard
- In 2 weeks, Big Interview Assignment will be due
 - See Blackboard Announcements for access codes



Questions?