**Interview Fundamentals**

**Exercise 1: Phone Screens**

* **Learning Objectives:**
  + Participants will be able to articulate the purpose of a phone screen.
  + Participants will be able to identify and practice key phone interview techniques.
  + Participants will be able to confidently answer common phone screen questions.
* **Activities:**
  + **Brainstorm:** Start with a brainstorming session on the purpose of phone screens from both the interviewer's and candidate's perspectives.
  + **Dos and Don'ts:** Facilitate a discussion on best practices (e.g., active listening, clear articulation, enthusiasm) and common pitfalls (e.g., distractions, lack of preparation).
  + **Real-World Practice:** Provide participants with a real job description and have them develop and practice answering common phone screen questions (e.g., "Tell me about yourself," "Why are you interested in this role?") in pairs.
  + **Feedback:** Have each pair share their strongest answer and provide constructive feedback to each other.

**Exercise 2: Video Interviews**

* **Learning Objectives:**
  + Participants will be able to optimize their video interview setup.
  + Participants will be able to demonstrate professional video interview etiquette.
  + Participants will be able to engage the interviewer effectively in a virtual setting.
* **Activities:**
  + **Tech Check:** Begin with a quick tech check to ensure everyone has a functional webcam, microphone, and stable internet connection.
  + **Setting the Stage:** Discuss and demonstrate best practices for lighting, background, camera angle, and minimizing distractions.
  + **Mock Interviews:** Conduct mock video interviews using real job descriptions and interview questions. Record the interviews (with permission) for later review and feedback.
  + **Self-Assessment:** Have participants review their recorded interviews and identify areas for improvement in terms of eye contact, body language, and engagement.

**Exercise 3: In-Person Interviews**

* **Learning Objectives:**
  + Participants will be able to differentiate between various in-person interview formats.
  + Participants will be able to demonstrate confident non-verbal communication skills.
  + Participants will be able to dress appropriately for different interview settings.
* **Activities:**
  + **Interview Formats:** Discuss the nuances of one-on-one, panel, and group interviews, highlighting the specific challenges and opportunities of each.
  + **Non-Verbal Power:** Use interactive exercises or videos to demonstrate the impact of posture, eye contact, handshakes, and other non-verbal cues.
  + **Attire Activity:** Provide images of different outfits and have participants categorize them as appropriate or inappropriate for various interview settings (e.g., business casual, business formal). Discuss industry-specific dress codes.

**Exercise 4: Behavioral Interviews**

* **Learning Objectives:**
  + Participants will be able to explain the STAR method and its importance.
  + Participants will be able to craft compelling answers to behavioral questions using the STAR method.
  + Participants will be able to deliver their answers with confidence and clarity.
* **Activities:**
  + **STAR Method Deep Dive:** Provide a detailed explanation of the STAR method with clear examples.
  + **Collaborative Practice:** Divide participants into small groups and provide each group with a set of common behavioral questions (e.g., "Tell me about a time you failed," "Give me an example of a time you worked on a team"). Have each participant develop a STAR answer to one question and share it with their group for feedback.
  + **Role-Playing with Feedback:** Conduct mock behavioral interviews with an emphasis on providing structured feedback using a feedback form.

**Exercise 5: Technical Interviews**

* **Learning Objectives:**
  + Participants will be able to understand the format and types of questions in technical interviews.
  + Participants will be able to apply problem-solving skills to technical challenges.
  + Participants will be able to practice system design thinking and communication.
* **Activities:**
  + **Format and Expectations:** Discuss the typical format of technical interviews, including coding challenges, whiteboarding, and system design questions.
  + **Coding Challenge:** Provide a relevant coding challenge and have participants work individually or in pairs to solve it. Discuss different approaches and solutions.
  + **System Design Challenge:** Present a system design prompt (e.g., "Design a parking lot system") and have participants work in groups to brainstorm, design, and present their solutions to the class.

**Wrap-up**

* **Q&A:** Allow ample time for questions and answers.
* **Resources:** Provide a list of helpful resources (websites, books, articles) for further learning.
* **Action Plan:** Encourage participants to create a personalized action plan to continue their interview preparation.