

Mock Interviews

2018, Week 9

Class Overview

Fellows will understand:

- How to prepare for job interviews

Fellows will be able to:

- Communicate their skills, experience and enthusiasm for a role in technology

Group Work & Lab Time

Group Work

- ❑ After mock interviews, debrief with peers

Lab Time

- ❑ Mock interviews with program staff and volunteers

Checklist

Skills

- ☐ Interpersonal Skills
- ☐ Oral Communication

Assignment: Due by next class

- ☐ Send thank you e-mail to interviewers

END

Following slides are for future reference

Relationship-Building & Mentorship

Building long-term relationships

Reflections on Best Professional Relationships

What qualities made up your best professional relationships?

- Connect with soft skills & hard skills
- Ways of serving as a resource
- Examples of constructive criticism and critique
- Common interests

Read: ["How To Build Strong Business Relationships"](#) on Forbes.com

Reflections on Mentorship

What makes a good **mentor**?

- Willingness to Share Skills, Knowledge, and Expertise
- Personal Interest in Mentee
- Values Learning and Growth
- Provides Guidance and Constructive Feedback
- Sets and Meets Ongoing Personal and Professional Goals

Read: ["4 Reasons You Need A Professional Mentor"](#) on Glassdoor.com

Reflections on Mentorship

What makes a good mentee?

- Consistency - in scheduling and goals
- Preparation; Doing as much of the work as possible before asking for help
- Value time and personal side of mentor
- Clarity in expectations and need
- Sets and Meets Ongoing Personal and Professional Goals

Read: ["Working With a Business Mentor"](#) on thebalance.com

Identifying Mentors

- Review LinkedIn connections
- Canvas school network
- Sort through workplace connections
- Consider potential mentors at The Knowledge House

Read: “[5 Rules for Selecting Your Personal Board of Directors](#)” on Forbes.com

Communicating w/ Potential Mentors

Task:

- Draft “thank you” e-mail to instructors, co-workers + others in your professional network who have been most helpful
- Draft an e-mail to set up an in-person meeting with a potential mentor to get insights

Resource:

- [LinkedIn Career Advice](#)

General Interviews

Most Popular General Interview Questions

Job Interview: The Opening Question

Question: “So, tell me about yourself”

Variation: “Walk me through the past 3 years of your resume”

Answer can:

- Summarize highlights on resume
- Provide context to your accomplishments
- Align with the prompt, “Well, what you won’t find on my resume is...”

Job Interview: Popular Questions

Exercise: Prepare responses to these questions in preparation for mock job interview

- Why should we hire you?
- Why do you want this job?
- What do you know about the company?
- How did you hear about the position?
- What are your greatest strengths?
- What is your greatest professional achievement?
- What's your dream job?

Job Interview: Popular Questions

Exercise (continued): Prepare responses to these questions in preparation for mock job interview

- What do you consider to be your weaknesses?
- Where do you see yourself in five years?
- Why are you leaving your current job?
- How would your boss and co-workers describe you?
- Can you explain why you changed career paths?
- What are your salary requirements?
- Why was there a gap in your employment?

Job Interview: Popular Questions

Exercise (continued): Prepare responses to these questions in preparation for mock job interview

- What other companies are you interviewing with?
- What are you looking for in a new position?
- What type of work environment do you prefer?
- How do you envision your first 30-90 days in this role?
- What do you like to do outside of work?
- What do you think we can do better or do differently?

Group Work + Lab Time

Group Work

- ❑ Practice responding to general questions in pairs

Lab Time

- ❑ Start writing answers to general questions on [Job Interview Questions](#) document

Checklist

Skills

- ☐ Verbal Communication
- ☐ Working Memory
- ☐ Professionalism

Assignment: Due by next class

- ☐ Prepare answers to general questions on [Job Interview Questions](#) document
- ☐ Continue weekly [job tracker](#) with details on an additional 10 job openings (60 cumulative)