

Module 2: Applying and Preparing to Interview

②a) Company and Industry Research in Data Science

Welcome to Company and Industry

Research for Data Science. After watching this video, you will be able to: Explain how to research a company

you will be interviewing with Recognize good sources for company and industry research Discuss how to conduct an informational interview

When you schedule a job interview,

you may immediately begin wondering how you can prepare for a great interview.

The best start is to learn as much as possible about the organization you're interviewing

with, and the industry you want to enter. **The company's own website** is a rich source of information for you. Some parts of the website will be particularly helpful, so pay attention to the following. History - In this section, you may find the

company's origins and history, as well as its mission and vision statements. You can learn

about the company's goals and culture here. Keywords - Read carefully through the website

and notice repeating keywords. The company's choice of words to describe what it does or what

it represents can help you understand the image the company strives to project and maintain. You may want to use this language during your interview to show that you are in tune with the company. Careers - Looking at the other job listings will tell you where the company plans to expand, which says something about its priorities. Data - As a data scientist, pay close attention to

quantitative information, such as sales reports, number of customers, details about the scope

of the work accomplished, or achievements. This may give you a clue about the tools the company uses to display information. **The company's website is**

the most readily available source you can use to start your research, but it's not the only one. A little digging

will pay off with lots of useful information. Check your local Chamber of Commerce or the Better Business Bureau website. Check social media. This is a good way to find current news about the company and what it's doing. You may also learn about the company culture. A web search may offer interesting information if the company has been featured in a publication or on the news. Look for companies

and individuals in articles. You may even find information that makes you rethink getting involved with a company. LinkedIn can provide ample company information. If you know the name of your interviewer, look at their profile to learn about their professional background. Websites like Glassdoor let employees and

customers post reviews about a company. Read several recent posts to learn about people's experiences with the company. You may even find interview reports, which may help you know what to expect. **An informational interview** can be an amazing resource. This is an informal meeting with someone working in a field that you want to pursue. It is not a job interview; its purpose is to

research careers. An informational interview can provide valuable tips and expert advice as you choose your career path. To find someone to interview, make a list of

three to five companies that you would like to learn more about, preferably within your area. Use LinkedIn or another career network to identify professionals who work as data scientists at the company. You can also use a professional network or social media to find other data scientists. You can ask a teacher, professor or even a friend to suggest people they know. Prepare a brief introduction and the purpose of your request to meet the person and reach out by email, phone, LinkedIn, or another platform. When you meet your professional for the interview, allow the conversation to flow naturally. Be mindful that with each answer, the person may offer information you didn't expect and be open. Take notes, especially of tips and expert advice. Keep track of time by checking halfway through your list of questions for how many minutes remain to stay within the agreed-upon time frame. Your list of questions should not require more than 30 minutes to answer. After the interview, review your notes and highlight any points you would like to do more research on. Make sure to send a thank-you note to your interviewee. Stay in contact and make connections on LinkedIn or other online platforms to continue expanding your network. There are lots of questions you could ask during your interview. Here are some ideas. Ask questions about the interviewee's history, such as: How did you become interested in the data scientist role? How did you prepare to enter the field? How did you begin your career? Ask about the interviewee's current role: What is a typical workday like for you? What do you like most about your work? What is one of your favorite projects that you have worked on? What is the most difficult challenge you have dealt with? What would you like to accomplish next in your career? Ask for career advice you can use: What related fields or career paths would you recommend I also look into? How do you stay current and learn new technology? What current issues and trends in the field should I be aware of? What are the most effective strategies for seeking a position in this field? In this video, you learned: Company websites are a good primary source of information about a company. Other sources can provide even more information about companies and interviewers. A well-planned and carefully conducted informational interview can be a great asset to your search. When you do research before an important job interview, you will walk in with enough background knowledge to project confidence that will impress your interviewers and help you stand out among the other candidates.

2b Networking Online and Off

Welcome to Networking Online and Offline. After watching this video, you will be able

to: Describe how networking is important to your job search. List different ways to network online. Explain how to meet other professionals for networking offline. **Networking is essential.** It will help you develop and improve your

skill set, stay on top of the latest trends in your industry, keep a pulse on the job market, meet prospective mentors, partners, and clients, and gain access to the necessary

resources that will foster your career development. The most common way now to search for jobs

in technical fields is to go on job portals or **professional networking sites.** Many job portals are now available, such as

Indeed, LinkedIn, Glassdoor, or Monster. These portals contain millions of listings and make it easier to connect with employers who are looking for your skills and experience. Moreover, job websites offer additional resources for job seekers, such as numerous articles on job search topics as well as blog posts

full of helpful tips. LinkedIn is the top professional social networking site with 133 million users in the U.S. and more from 200 countries around the world. Eighty-seven percent of recruiters use LinkedIn as part of their candidate search. You should definitely make sure that your LinkedIn profile is always up to date. Highlight your previous experience in detail and be comprehensive about your current skills and objectives. Also, be sure to use the option to flag your

profile as available for work, so potential employers and recruiters can find it easily. LinkedIn offers skill tests and colleague testimonials as well as other features, so spend time taking advantage of these. Here are a few other job sites to explore. Remember to check local, state, and federal

job sites as well. Find out whether your state employment agency hosts a job site and job fairs - these can be valuable resources. For most job websites, you must create an account to be able to save job positions and search queries. You can also sign up for email alerts when

new jobs are added in the fields you are interested in. Most of the sites use an applicant tracking

system (ATS), which can make the job application process much easier to complete on the platform. It can also make it easier for recruiters to find candidates. It's a good idea to research your field's industry leaders directly to see if you want to seek jobs with them. **A strong starting point is to find the company's**

website and look for a "careers" page. Look there for jobs that interest you and see if you can create a profile and upload a resume so that their recruiters can find

you. They may have a position that hasn't been listed yet. While you're working on your Internet search, don't forget to **connect with people who work at the companies you're applying to.**

for business opportunity d3

By networking with people who work at companies you are considering working for, you get a better feel for the company culture. Networking is not only about trading information, but also serves as an avenue to create long-term relationships with mutual benefits. Your new acquaintance may think of you when their team needs a new member. To learn more about professionals in your field, check their postings and profile on LinkedIn, check bio pages on their companies' websites, search for news items about their work, and contact them to ask for an informational interview. Whether you're a recent college graduate or a seasoned professional looking for a new opportunity, **social media is a useful job search tool.** Here are some ways to use social media effectively. Post about what kind of job you're looking for, and that you are available. Find social media accounts of companies that interest you and follow them. Follow social media accounts of professional organizations in your field, and follow leading professionals as well. Participate in discussions online with these companies and organizations and ask questions. One note of caution: be aware of your own social media accounts when you're looking for work. In the modern job search, companies may look up candidates on social media, so make sure there's nothing that might embarrass you if a potential employer sees it. **How can you meet other professionals to network with?** Start by talking to your own friends and meeting their friends. To extend your circle outward, there are many options. Some ideas are: Attend local meetups and interest groups in your industry. Check the data science topic at the Meetup.com website to find them. Join professional organizations and attend their meetings and events. Brush up your skills with adult education classes. Go to conferences for professionals in your field. Volunteer for organizations that can use your skills. Wherever you go, speak to the people at the same events. Practice introducing yourself. Don't ask new acquaintances for job leads directly until you know them better. If you learn to network well, they may bring it up even before you do. In this video, you learned: Networking is a crucial way to find job leads. Online job boards offer many opportunities and resources. Social media is a powerful job search tool. Networking offline with other professionals is also important. Very often, getting a job is about who you know as much as what you know, so having someone to get you in the door can be a big benefit.

(2c)

Building your network.

Welcome to Expert Viewpoints: Building Your Network. In this video, experts will discuss how to build a network of contacts. Go on Twitter. Find the people, the leaders, the people who are interested in that particular topic and who are established in that career field, and they talk about this topic. Start following them, start liking their tweets start replying. Inject yourself in conversation, ask questions, join certain groups. Go on Stack Overflow in similar communities. Try to join local meet ups. Go online and try to find some forums or Discord or Slack communities specific to a topic. LinkedIn is also a great resource if you find a certain people are valuable when it comes to sharing their expertise and mentorship on particular topics, follow them, maybe message them. Don't ignore providing help as well to others. Maybe there are some people might be even more junior than you and they will ask questions and you can be there to assist as well. Building a professional network is really important. May not be something we've done before but if you've got a LinkedIn profile you've already started to do it. Really simple, follow the guides on LinkedIn to get an all-star profile. Fill in all the sections, put in your key skills, ask recommendations, put in projects that you've worked on and also try and make it interesting to look at. So, if there's any videos, links, obviously that aren't going to get you in trouble for sharing add them to your profile. It's really important to build a big network. It can really help when it comes to job seeking. So, my advice is, connect with recruiters, connect with previous colleagues, connect with managers. Start building a network of people that are right and relevant to you. A quick tip when doing this. When you're sending invites to people put a few words in there, personalize invites just feel a whole lot more personal than just the generic LinkedIn message that gets spammed out to too many people nowadays. The main way somebody could actually network the contacts is through actually creating a LinkedIn profile. I would say a LinkedIn profile is one of the best ways to get, to get to know people and also have connections to LinkedIn because recruiters look at this net, LinkedIn as an opportunity to attract, to get new qualified, employ candidates for the positions of data science specifically. So doing that. For that maybe creating a LinkedIn profile and then working with there's a networking section there probably you can create, like you could ask people for references and also give references out for people. I mean, asking people, references is very important, so they can respond and say what you have done there and what, what you have

done from an experienced standpoint and how, how that would actually make the recruiter look at your profile more carefully and make sure that you're aligned for the position they're trying to recruit. But also, that you could be joining other meeting opportunities around what's called meetups and there are other, organizations and conferences you could go to. And some other conferences like working with Gartner and going see whether you could go to those conferences, you get to meet more people and network there too. So attending a lot of conferences along with you know, get together, attend, professional, get togethers locally are very important for networking. So those are some other things I would or think about doing from a standpoint of people knowing you and understanding your profile, so that you'll be more marketable in your data science jobs. So meetups is a good idea, um, hackathons, but for, let's say more professional contacts, it's maybe meetups, but I also did, I just randomly ping people on LinkedIn and ask for coffee. So, it sometimes works, but maybe you have to send 10 to 20 requests out to get one or uh, 2 responses or replies, but I had some coffees with some data scientists in larger companies, so that's always good. Maker spaces, hacking labs, all that stuff is interesting. Just go out where those people meet conferences and so on and just be open and ask questions and then hunt them down on LinkedIn and maybe invite them to a coffee. I would say as a job seeker, networking by going to events, especially in person, whether it's conferences, meetups, just group wide events, networking events. Those are all really good to understand who is in your network, who can you tap into in your network to really run ideas by, understand what they do. You never know if someone, you may, you may need them now, or five years from now. I built relationships by going out to different events and diversifying the events that I went to so that I could understand different industries as well. Some of the other ways to do this online, I would say definitely getting on Twitter, finding meetup groups, I use GroupMe and LinkedIn as well to meet people. Talk about what I do. Talk about what I'll enjoy doing, share resources and people will come to you as well.

②d) Assessing Job Listings

Welcome to Assessing Job Listings. After watching this video, you will be able to: Dissect and read job listings critically. Describe differences between FTE and contract positions. Navigate company application policies, And recognize job listings

that may be problematic. Most job listings you read will be divided into several sections. Each of the following contains important information: Overview of the company and the role: This section provides a broad description

of the job position and hiring company. Responsibilities and tasks: This section outlines what the employee will be expected to do as well as what they will be in charge of. It may also describe how the employee will function in the company and who they will work with. Requirements and qualifications: This is what the company is looking for in a candidate. It may include educational background, certifications, years of experience, and other hard and soft skills. Some will be listed as required and others preferred or optional. Ideally, you will have all the required qualifications and at least 50% of the preferred.

Identify

the requirements you're missing and consider other skills or experience you have that may compensate. One important thing to notice is whether a job is listed as full-time (also known as FTE) or contract (also known by other terms such as

contingent or temporary). This refers to the tax status of the worker, not their working hours

- many contractors work full-time hours. However, FTE employees and contract employees often

don't have the same working conditions and contractual terms of employment. Both have their benefits and drawbacks. The following identifies full-time or FTE employees: Can expect to continue working indefinitely May be paid more regularly,

either on salary or hourly Must comply with different internal policies such as trainings and work procedures Is entitled to receive company benefits and incentives Usually has different legal rights regarding firing and labor practices (although this may not be true in some states)

The following identifies

contract or contingent workers: Work for a length of time specified in their contracts Receive payment for services by hourly pay or by deliverables May not receive training or only minimal training, as they are expected to begin

work with needed skills Generally, do not receive company benefits or incentives Usually, may be fired and without cause or notice, and not be covered by certain

workplace protections If you decide to conduct a job search using a website, pay close attention to the instructions in each job posting your review.

Companies

each have specific job application processes, and you can disqualify your application by not following them. Many companies use job-searching websites to get their job listings viewed by more potential candidates but then choose to receive

applications through their company websites. Usually, these require job candidates to fill

out online forms and include supporting documents through the company's website. Other employers

provide an email address or telephone number and have applicants contact a specific person or team to process their application. While most employers do not require a cover letter, some do. Some will also require a work sample, a link to a portfolio, screening questions, and skill assessments. The bottom line is this: Make sure you have read and understood how you must submit a job application if you decide to apply to it. Just as employers review job applications and examine the candidate's qualifications to determine who is the best fit for their company, you can determine whether a company is a good fit

for you before you submit a job application. Consider the following "warning flags" if you see them: Lack of clarity in job title, role, or description - A job title in a listing that is too general or a description that does not provide a clear idea of the position should raise concerns. How will you prepare a job

application for a position with unclear or vague specifications? Will you have unclear

role boundaries if you get the job? Additionally, unnecessary jargon, acronyms, and other unclear language should not appear in a job posting. The overuse of such language shows that a company may not communicate

effectively with employees and applicants. Some other warning flags include: Unrealistic expectations - Some job

listings may be unclear about the role. This may indicate that the company does not understand the position, or that they will exploit new hires and set them up for failure. Examples include entry-level jobs that have unrealistic requirements

such as several years of experience, or jobs that require high-level function in too many areas of expertise. Evident biases or prejudice - Companies that create job listings that include any form of language explicitly excluding or stating a preference for a group of candidates based on personal traits should not be considered. These personal traits include race, religion, gender, age, orientation, marital status, nationality, parental status, military status, appearance,

and abilities irrelevant to the job description. In this video, you learned: Job listings have different sections that

can help you assess your qualifications Full-time and contract positions have different characteristics Carefully following each company's application processes improves your chance of success Some listings contain red flags that could

make you reconsider applying to a company Every hiring company should aim to make a job posting clear and inviting, especially for qualified candidates. The screening, selection, interviewing, and hiring processes should be executed with intention and follow a transparent series of steps. A company's job listings are their chance to create a first impression, and they can be your first indication about the culture and competence of that company.

2e Expert Viewpoints : A Closer Look at Job Listings

Welcome to Expert Viewpoints: A Closer Look at Job Listings. In this video, experts will share how to recognize a good job listing and features that should make job seekers cautious. I write the job postings for my team, and I can tell you that generally speaking I try to avoid making a laundry list of skills that I want from a candidate because that will only scare away most candidates. So, you'll end up with a very restrictive pool of overconfident candidates and it's not a great way of you know selecting the best person for the job. Instead, I think that in general you're better off trying to capture the spirit of the kind of candidate you want, the kind of developer that you want. Make a very short list of skills that they really need to have as opposed to a major wish list. I also want to make sure that in the job posting that I'm not just saying what I want from the candidate but also tell them what we offer. So, what can we give them, what kind of experience we give them, how will they grow as developers. So usually, the descriptions are a little broader, so people tend to put in a list of technologies they require people to have skills on, but in my opinion, you can basically learn anything. If you have a good foundation. For example, if you know, I don't know, in Apache Spark SQL you can easily learn, HBase or Hive or, or Impala or something. Same, if you have experience in TensorFlow, it's usually not a big deal to learn PyTorch then. For an entry level data scientist, usually you need to have at least a strong background in data science, data analysis and, data visualization, but for people who are, and then some amount of coding in Python and SQL will be helpful. But for senior and principal data scientists, understanding the business problem, having a, learn to create a roadmap of solving the problem and identify and say, what are some of the important ways we can solve the problem, figuring out what kind of a methodology should be used. I would say that depending on the role I think we should see the responses for this particular question would be different. But I would say overall, I think I would say that the position description should match the resume, the LinkedIn, and the position description, all be lined up in respect of the position, what you're applying for. A very good job description, shares expectations in the role, such as what you'll learn, what upward mobility looks like. You might also see salary of course, with the way that the market is moving. It also has who you'll be reporting to. There are some features and job descriptions that I definitely steer away from. If it has very little training, they want you to hit the ground running. We're a fast-paced team. Sometimes that could scare someone away.

If there's no salary listed and, or a big list of requirements that cover multiple roles, I've seen data engineering, typical requirements listed in a data scientist job description. I've seen machine learning engineer requirements in a data scientist job description. If you see a big, huge list of requirements and you realize that this is what a data engineer does, or a business analysts or data visualization engineer, that might be a red flag that they want you to be a full stack or someone that does everything. And the organization hasn't really refined and defined what they want this person to do.

Applying for a Job

When you've found a job listing for a role that interests you and for which you are well qualified, it's time to consider how to apply for the job. Navigating a company's application process can be tricky, however, and each company has its own procedures. If you read carefully and consider your application materials thoughtfully, you can make an application that stands out.

First of all, read the listing to see whether the company prefers you to fill out an online application, use a website application process (such as on LinkedIn), send a resume and cover letter to an email address, or some other procedure. Follow the directions very carefully and do exactly as they say. If you don't, your application may be disqualified and never seen by the company's hiring managers.

There is usually no limit to the number of applications an aspiring job candidate can submit, especially if the job search targets different companies. However, some companies limit the number of applications you can send in a particular period, so you'll need to be strategic and choose the jobs that are the most interesting to you.

There may be other strategic considerations. When you are interested in multiple positions within a company, whether it's better to focus on one application or apply for multiple open positions can depend on several factors. One approach would be to apply first for the position you believe you are most qualified for or that interests you most. After applying, contact human resources (HR) or a hiring manager to ask for advice about whether you should apply for each job you are interested in or if it's best to avoid duplicate application submissions. They should be able to tell you whether they can forward your application or whether they allow you to create a profile that lets you easily apply for multiple jobs.

Resume and cover letter

In almost every case, you'll need to send a resume, and in most cases, you should send a cover letter, even if it isn't required. If you've already drafted basic versions of these two documents, you're in a good position. You will need to edit them to fit each job, but you won't need to start from scratch. Work carefully and make sure you include information that shows your skills and experience to advantage for each specific role.

- **Resume** – Double-check for these potential problems and any others you may spot:
 - Outdated or missing contact information
 - Grammatical and formatting errors
 - Using an unprofessional email address
 - Cliche vocabulary or jargon
 - Unrelated job experience or irrelevant hobbies
 - Attaching a photo of yourself (your resume should not contain a photo)
- **Cover letter** – Be careful to check for these issues:
 - Grammatical and formatting errors
 - Too long (multiple pages) or too brief
 - Addressing the wrong person or misspelling a name
 - Not tailoring the letter to the specific company and job opening
 - Tone is arrogant or too humble—try for a professional, confident tone
 - Listing references in the letter
 - Explaining the reason(s) why you are no longer working for your previous employer or including other issues that may be better to discuss in an interview if necessary

Other application documents

In addition to a copy of your resume and cover letter, a potential employer may request other documents to validate your qualifications such as educational transcripts, writing samples, portfolios, certifications, a list of references, and letters of recommendation. Supporting documentation will vary among hiring companies and job positions. Be sure to follow all the instructions provided by the company to avoid submitting an incomplete job application.

Document naming and organization

Before uploading a PDF or other formatted files, make sure that you have used a consistent naming convention for your files. Include your full name as part of the file names. For example, if your resume is contained in an electronic file with the name "John_Smith-Resume.pdf," then name the rest of your supporting documents similarly ("John_Smith-Cover_Letter.pdf"). In short, name your files consistently and in a way that, if sorted alphabetically, all your files will appear together in a file search. This helps the recruiter identify all the files that you submitted. For example:

Name	Date modified	Size	Kind
 John_Smith-Cover_Letter.pdf	April 4, 2022 at 2:20 PM	302 KB	PDF Document
 John_Smith-References.pdf	March 14, 2022 at 2:44 PM	45 KB	PDF Document
 John_Smith-Resume.pdf	May 12, 2022 at 8:01 AM	224 KB	PDF Document
 John_Smith-Transcripts.pdf	May 3, 2022 at 3:02 PM	362 KB	PDF Document

Limit your special characters to underscores and/or hyphens. If you incorporate blank spaces in your file names, be sure to use them consistently. Do not include version numbers as part of your file names and be sure to submit all the requested documents at once.

It may be convenient to create a template for your cover letters. Include your name, job title, and contact information. Use a cover letter you have already written and identify the customized information. Highlight it to ease the process of tailoring a subsequent letter for a different position title or company. Save the template letter with

the word "template" included in its name and use it as needed. Once a new tailored letter is written and ready, save the file, replacing the word "template" with the company's name or the job title you are applying for.

LinkedIn profile

For a modern job seeker, using the job search site LinkedIn is imperative. An overwhelming percentage of recruiters and other hiring professionals use the site to find candidates, so no potential candidate can afford to skip it. You can seek job listings, make applications, network, post your information, boost your visibility, and more.

Make sure that your LinkedIn profile is complete and matches the information on your resume and other materials. Take the time to list your skills thoroughly to improve your chance of appearing in searches. Ask colleagues to add endorsements as well.

Some other tips to get the most out of LinkedIn include:

- Keeping track of job applications via the Jobs homepage. See which jobs you applied for, when you applied, and whether your application has been reviewed.
- Uploading cover letters and attaching them to resumes when you apply for positions. Cover letters get scanned too, which also improves your chances of being seen.
- Following companies where you are applying and prominent professionals in your field. Recruiters can see this, and you may get useful information as well.

Conclusion

Your application for a job is the first impression a company will have of you as a candidate, so make sure it's effective. Always follow the company's instructions and take the opportunity to provide information about your qualifications and career aspirations. Correctness and accuracy in all your supporting documents complete the image you project and will help you stand out from the competition. With luck, your work here will compel recruiters to learn more about your skills and experience and see if your goals align with the company's mission and goals.



Skills Network

The Skills Network is a global online learning platform that offers a wide range of courses and training programs to help individuals and organizations develop their skills and knowledge. Our mission is to provide accessible, high-quality education and professional development opportunities to anyone who wants to learn and grow. We believe that everyone deserves the chance to succeed, regardless of their background or circumstances. Our courses cover a variety of topics, from basic skills like reading and writing to advanced subjects like data science and artificial intelligence. We offer both individual and group learning options, as well as customized training solutions for businesses and organizations. Our experienced faculty and industry experts ensure that our courses are up-to-date and relevant to today's world. We are committed to making education accessible and affordable, so everyone can achieve their goals and reach their full potential. Join us today and start your journey to success!

The Skills Network is a leading provider of online learning and professional development opportunities. Our mission is to provide accessible, high-quality education and training to individuals and organizations around the world. We offer a wide range of courses and programs in various fields, including business, technology, healthcare, and more. Our courses are designed to meet the needs of learners at all levels, from beginners to advanced professionals. We use a variety of teaching methods, including video lectures, interactive quizzes, and practical assignments, to ensure that learners can engage with the material and apply what they have learned. Our faculty consists of experienced industry experts and academic scholars who are dedicated to providing high-quality instruction. We are committed to making education accessible and affordable, so everyone can achieve their goals and reach their full potential. Join us today and start your journey to success!

Category	Topic	Description	Level	Duration	Price
Business	Finance	Introduction to Finance	Beginner	4 weeks	\$199
Business	Marketing	Marketing Fundamentals	Intermediate	6 weeks	\$299
Business	Management	Management Techniques	Advanced	8 weeks	\$399
Technology	Cloud Computing	Cloud Computing Fundamentals	Beginner	4 weeks	\$199
Technology	Data Science	Data Science for Beginners	Intermediate	6 weeks	\$299
Technology	Software Development	Introduction to Software Development	Advanced	8 weeks	\$399
Healthcare	Nursing	Introduction to Nursing	Beginner	4 weeks	\$199
Healthcare	Medical Coding	Medical Coding Fundamentals	Intermediate	6 weeks	\$299
Healthcare	Pharmacy	Introduction to Pharmacy	Advanced	8 weeks	\$399

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Interview Rehearsal

Welcome to Interview Rehearsal. After watching this video, you will be able to: Explain why it is important to rehearse for job interviews. Describe types of material to develop and prepare for an interview. And rehearse verbal components of an interview effectively. While you're applying for jobs, you can also begin to prepare for interviews. You don't need to have an interview scheduled to begin preparing. It's always helpful to have some groundwork done so that when you schedule an interview, you'll be ready to go. One of the best ways to prepare is to rehearse what you will say and do. Many people neglect this step, but it can make a big difference in making a great impression. If you're well prepared for your interview, you've gathered all kinds of information. This would be enough if you were able to submit a research paper to your interviewers, but instead you'll have to tell them your answers verbally. There's a lot of difference between knowing information and being able to smoothly present it. You can bridge that gap by rehearsing your delivery and presentation. This is important for interviewing, and also a soft skill that you will use in almost any role. To recap, an elevator pitch is a brief introduction of yourself and your goals. Essentially, it should be about three or four sentences that include your name and title, your recent experience, and what you're currently looking for in a job. This is useful for networking and answering questions like "tell us about yourself." For example, you might say: "My name is Angela Menendez and I'm a data scientist. For the past two years, I've worked in an entry-level role helping derive business insights from data using established models at an e-commerce company. I would eventually like to move into designing machine learning models, and I'm looking for a mid-level position with opportunities to work toward that goal." Once you've composed an elevator pitch, memorize it, and then practice saying it until it comes naturally. The easier it is for you to bring up and speak your elevator pitch, the more useful it will be to you. Look up some common interview questions and prepare answers for them. Every interview will have specific questions, but there are some questions that many interviewers use. These might include: Why did you choose this field, and why are you interested in this job? Tell us about a time you solved a problem on a project and how you did it. Where do you see yourself in five years? You can find discussions of common interview questions on many websites. Research the questions, and then think about your own original answers to these questions. Don't forget that your own

resume

can be a good tool to trigger your memories of the skills you've used in the past and the tasks that you've worked on. Most interviews will include an opportunity for you to ask questions. Rather than relying on whatever you think of in the moment,

prepare some questions ahead of time. Remember that interviewing is a two-way street and include the following: Use your notes from researching the company and people to customize your questions. Ask about the product, the company structure, recent news releases, and so on. Ask questions related to your career plans and work style, such as whether the team works closely or independently or about the promotion path from this role. When you've composed your questions, practice

asking them aloud. The more comfortable you can get with this, the easier it will be for

you to really hear the answers and respond. When you've prepared your questions, answers,

and your elevator pitch, rehearse them all. Spend time reading them aloud, then paraphrasing

them. It's not necessary to memorize all of this, but practice until you feel very comfortable

speaking from your notes. Watch yourself in a mirror to see whether you have nervous habits

and so that you learn to make eye contact. Record yourself and watch or listen to see how you might sound to others. Doing the work to rehearse is like a secret weapon

in the interview process. So many candidates don't bother with this step that rehearsing will give

you a real advantage in confidence and poise. When you feel comfortable with your performance,

enlist a friend to help you practice. Ask them to hold a mock interview with you, where

they ask you some interview questions so that you can rehearse verbalizing your answers. This is a

big help in making your answers sound natural and in helping you to be able to think of your answers

when you're under the stress of a real interview. If you feel comfortable, allow your friend to

ask you questions you haven't researched already, to practice coming up with answers quickly.

You can also practice asking the questions you plan to ask during the interview, so that you're comfortable with the wording. In this video, you learned: Rehearsal before an interview can help you

become comfortable with presenting yourself It's helpful to practice an elevator pitch as well as answers to common questions

and questions you want to ask There are many techniques to enhance your rehearsal, including conducting a mock interview, Taking time to rehearse and prepare yourself

is well worth the effort. It takes some of the stress out of interviewing and will really

help you stand out from the other candidates.

2h

Expert Viewpoints: Job Interview Preparation

Welcome to Expert Viewpoints: Job

Interview Preparation. In this video, experts will tell you the most important ways to prepare for a job interview. It is really obvious as an interviewer when someone hasn't prepared. No, I'm not talking about reading War and Peace and researching absolutely everything about the company and the individual but at least take

a look at the LinkedIn profile of the person that's interviewing you. Have a look at some

latest press releases, perhaps the company reports and come with some relevant questions

and criteria to ask the businesses as well. If you ask me what is the best way to prepare

for a job interview, I would say investing time in understanding two things. The first, is the

company that you're interviewing for. You're inevitably going to get some variation of the

question of why this company. So being able to answer that question truthfully is really

important and so being able to go online and figure out like what is going on within

this company's space as well as any recent announcements is one way to signal that you're not

just spraying and praying your job applications. The second is doing some research to understand

who is the person that is going to be interviewing you. So, if you're being interviewed by a

senior manager for the team that you're joining, it's very likely that they'll focus on

more high-level behavioral skills. So, asking you about your previous job or any type

of conflict situations. Whereas someone that is say an immediate peer to you, so data scientists,

they might ask you more technical questions and based on their background you can sort of gauge

what sort of questions you'll get. So, if someone has a PhD in machine learning and

their role is a

machine learning engineer, then you can expect to have a very machine learning heavy interview. So basically you should understand that I would start off looking at my resume, the job

description, and the LinkedIn profile, make sure that all these line up and you know what you are to be prepared for, because initially people

do look at what you have done and based on that they will look and see

what kind of experiences you bring, bring to the table. So, uh, understanding that that your profile should be all lined up, LinkedIn resume and the job

description

would be a great start and then understanding what the job description does and how do you prepare for it is all, the thing you should be doing that over time and in getting ready for the interview. When preparing for a job, I highly recommend

making sure that you research the company. I like to look at company reports that

they

put out, especially SEC reports, because it gives so much insight into what the company

is putting funding into what they're doing, what they're building, what they want their

investors to know when you're in an interview, what can really show that you're unprepared is

a lack of understanding of what the company or specifically that team is doing. And it shows

just a lack of research into the organization. You wanna make sure that your questions are really thoughtful, not just necessarily, well, how did you get your job? That sounds very different than, well, I researched your role and checked out

some of your working experience. And I noticed that you pivoted from public sector. How did you

land this opportunity with the insights and impact team as a leader at a FinTech company?

For me personally, what's also worked very well is mock interviews because they've helped me be less scripted. You cannot prepare for a job interview one day before. This has to be done in two or three years. So, you have to build up your

experience, your knowledge. So, your theoretical foundation and your practical experience, and

then the preparation of the interview is just addressing these specific requirements and make

sure that you are like up to date on those.

Prepare for an Interview

Estimated time needed: 60 minutes

Welcome to the hands-on lab to prepare for an interview. In this lab, you will work on interviewing skills and think ahead to questions and answers you may encounter.

Learning Objectives

After completing this lab, you will be able to:

- Deliver your elevator pitch smoothly.
- Answer common interview questions.
- Ask effective questions in interviews.

Prerequisites

You will need the following to complete the exercises in this lab:

- Your elevator pitch (discussed in a previous lesson)
- Word processing software

Keep in mind

- There's a lot of difference between knowing information and being able to smoothly present it. You can bridge that gap by rehearsing your delivery and presentation. To develop the skill, you'll need to tone up your body and voice with practice.

Exercise 1: Practice your elevator pitch

In this exercise, you will practice delivering your elevator pitch.

1. Retrieve the elevator pitch that you composed in a previous lesson. To recap, an elevator pitch is a brief introduction of yourself and your goals. Essentially it should be about three or four sentences that include your name and title, your recent experience, and what you're currently looking for in a job. This is useful for networking and answering questions like "tell us about yourself". For example, you might say:

"My name is Angela Menendez and I'm a data scientist. For the past two years I've worked in an entry-level role helping derive business insights from data using established models at an e-commerce company. I would eventually like to move into designing machine learning models and I'm looking for a mid-level position with opportunities to work toward that goal."

2. Read over your elevator pitch. Make sure you're still satisfied with it and that it's short and informative.
3. Memorize your elevator pitch and practice saying it until you're comfortable recalling it when you need it.

Exercise 2: Prepare answers for common questions

- In this exercise, you will write possible answers for common interview questions.

Many of the questions in interviews are specific to that company and position. However, there are some questions you'll encounter often. You'll be more confident if you've prepared ahead to answer those questions.

1. Open new document in your word processor and copy the supplied questions into it.
2. For each question, consider an answer you might give. You could use your resume to remind you of situations you faced in previous roles.
3. Write an answer for each question. Ensure your answers are professional and complete without being overly long.
4. Try reading the answers aloud, since you will be saying them in an interview. If you find phrasing that's difficult to say, reword the answer.

Sample interview questions

- What attracted you to the field of data science?
- Can you recall a time when you had very little time to complete a task? How did you approach getting it done?
- Tell me about a time you disagreed with a coworker, and how you resolved the conflict.
- What was your favorite previous project? Why did you like it?
- Can you remember a time you disagreed with your supervisor? How did you solve the problem?
- Describe a situation where you made a mistake, and what you did to resolve the effects.

Exercise 3: Compose questions for interviewers

In this exercise, you will write questions that you can ask interviewers.

In most interviews, you will be asked at some point whether you have questions to ask. It's always better to be prepared with some questions. It's tempting to say no because it might seem polite, but you will make a better impression if you can show that you've thought about the company and the interview already.

1. Open a new document and consider what you may want to know about any company you might work for. Some examples are provided below, and you can think of your own. Be careful about asking questions about benefits and compensation too early in the interview process - leave it for negotiating an offer when you get one.
2. Again, practice saying these questions aloud. The more comfortable you can get with knowing and speaking the questions, the better you can listen to the answers.

As you prepare for a particular interview, you'll want to use your company research notes to prepare more specific questions to add to the list.

Always be open to questions that will come up in your mind during interviews, and don't hesitate to ask for clarification.

Example questions for interviewers

- What is the structure of the team I would be joining, and what is its work style?
- What is the advancement path for this position in the company?
- What do you personally like about working for this company?
- How would you describe the organization's culture?
- How do you evaluate success in this role?

Take it further

Now that you've done this preparation, you can go further to get ready for your interviews.

- Rehearse your questions and answers in front of a mirror. This will help you be more comfortable with saying your ideas aloud, and it will help you see if you have any habits or expressions to change because they may distract from what you're saying. It will also help somewhat to prepare you to speak while facing other people.
- Record yourself in audio and video, so that you can review your performance and concentrate on how you can improve it, while you're not involved in performing it at the same time.
- Enlist the help of a friend to do a mock interview where you can try out your questions and answers. You may even have your friend find new questions so that you can practice answering spontaneously. Your friend can also help you review your recordings.

Tips

- If you have a cloud storage space like Google Docs or Dropbox, you may want to save your notes there so that you can always find it easily using any device and study again before interviews.

Conclusion

Good work! You have prepared and rehearsed for your interviews, and you'll be much more ready to make a great impression when your opportunity comes.

Author(s)

Marty Hale-Evans



Skills Network