\*\*Slide 1: Title Slide\*\*

- Title: Interviewing Skills

- Subtitle: The Career Center at Towson University

- Image: Professional handshake or interview setting

- Note: Practice makes perfect!

Interviewing is a Skill

- Key Point: Interviewing improves with practice

Arrange a mock interview with a friend

Practice enhances confidence and performance

Visual: Icon of a person practicing or a checklist

Interview Preparation

- Title: Three Keys to Shine in an Interview

- Bullet Points:

- Know Yourself

- Dress the Part

- Research the Organization

Know Yourself

- Questions to Reflect On:

- How well do you fit the job description?

- What skills, abilities, and qualities benefit the organization?

- Why are you the best fit for the job?

What to Bring

Prepare a Travel Folder

- Organization’s contact info and directions

- Copies of resume and reference sheet

- Paper, pen, and list of questions

- Professional portfolio (if applicable)

Research the Organization

- Key Points:

- Understand the organization’s services, values, structure, and culture

- Check recent news, leadership, and financial stability

- Use resources like company website, Glassdoor, and Google Alerts

The Interview Day\*- Tips:

- Arrive composed; the interview starts when you arrive

- Greet everyone professionally with a smile and firm handshake

- Maintain calm body language and eye contact

How to Shake Hands

- Steps:

- Wipe sweaty palms if needed

- Smile, make eye contact, and extend hand

- Firm grip, 2-3 second handshake with slight motion

- Visual: Diagram of a proper handshake

Tell Me About Yourself

- Key Points:

- Focus on professional accomplishments

- Deliver a 30-second “elevator pitch”

- Relate skills and experience to the position

- Visual: Stopwatch or elevator icon

The Interview Begins

- Tips:

- Ask to take notes for clarification

- Use 5-second fillers if needed (e.g., “That’s a good question…”)

- Show interest through posture and eye contact

- Engage all interviewers in a group setting

- Visual: Candidate taking notes

Behavioral Assessment Questions

- Key Point: Employers assess skills through real-life examples

- Concept: Past experiences predict future behavior

- Visual: Flowchart of behavior to outcome

The STAR Method

- Title: Answering Behavioral Questions

- Breakdown:

- S = Situation (Describe the context)

- T = Technique (Your approach)

- A = Action (What you did)

- R = Result (Outcome and lessons)

- Visual: STAR acronym with icons for each step

Be Prepared to Give Examples

- Example Questions:

- Describe a challenging project

- Share a time a project didn’t go well

- Discuss a process you improved

- Tip: Always include outcomes and lessons learned

Sample Question and Answer\*\*

- Question: “Give examples of key accomplishments from your internship.”

- Answer Example: “At Company X, I redesigned a user-friendly webpage, still in use, enhancing marketing effectiveness.”

- Visual: Before-and-after webpage design

Why Should I Hire You?

- Tips:

- Articulate resume highlights confidently

- Relate skills directly to the job

- Show passion and tell your story

- Visual: Candidate standing out among others

The Weakness Question

- Tips:

- Discuss a non-job-related skill in past tense

- Explain how you’ve improved

- Avoid clichés like “I’m a perfectionist”

- Visual: Graph showing improvement over time

Good and Bad Answers

- Good Example: “Public speaking was a weakness, but I took courses and practiced to improve.”

- Bad Examples: Overconfident or vague responses

- Visual: Checkmark for good, X for bad

Questions to Ask

- Prepare 3-5 researched questions

- Avoid salary or benefits questions

- Research via Google for ideas

- Visual: Question mark with a checklist

Sample Questions to Ask

- Examples:

- When will the hiring decision be made?

- What does an average day entail?

- How is performance evaluated?

- What do you enjoy about working here?

- Visual: Speech bubbles with questions

Illegal Questions

- Key Point: Employers cannot ask about age, race, marital status, disabilities, etc.

- Response Example: “I’m curious why this is relevant to the job.”

- Visual: Stop sign with “Illegal Questions”

Interviewing Works Both Ways

- Key Point: Evaluate if the job and company fit your values and goals

- Tip: Note questions during research to ask

- Visual: Two-way arrow between candidate and employer

Closing Slide

- Title: Master Your Interview!

- Key Takeaway: Preparation, practice, and professionalism lead to success

- Contact: The Career Center at Towson University

- Visual: Confident candidate with a “Success” banner