OP1 Team 3

Preparing for an Interview 09/04

horizontal line

**28 January 2022 / 12:50 PM / Zoom**

# ATTENDEES

Braden, Wei Li, Musfirah, Anvitha, Edward

# BEFORE MEETING PREPARATION

* Read through OP1 Team Meeting Info Pack and the CA2 OP1 Info Pack. After reading the CA2 OP1 Info Pack, join the audit track on EDX and go through the materials for our topic.
* Research on additional resources online that is related to our topic.
* Prepare some interview techniques to discuss.
  + Can be for both Online and Face to Face interviews

# ACTION ITEMS

1. Discussing the Context, Audience and Purpose of our presentation
   1. Audience: What tone do we want to set? What do our audience need?
   2. Purpose: Informational/Relational/Transformational/Promotional ...
2. Discussing possible presentation content
   1. Discussing what to prepare before an interview
   2. Discussing types of interview questions
   3. Discussing how to act and present yourself
      1. Discussing verbal skills
      2. Discussing non-verbal skills
   4. Discussing the difference in physical and online interviews
   5. Discussing types of questions to ask
3. Discuss splitting of workload

# NEXT WEEK’S AGENDA

* Finalise presentation flow
* Improve or add contents to presentation
* Practice presentation
* Sharing our own interview experiences