



# SCHOLARS MENTORSHIP PROGRAM

## *PROFESSIONAL TRACK - Mentor*

### Session 5: Interview Part 2

Welcome to Session 5, which will be covered in week 9 & 10. This session is a continuation of the previous session. The main focus of this session is on mastering professional presentation skills and post-interview follow-up.

#### Recap

- Review progress from the previous session on Interview Part 1 and discuss any tasks your mentee has completed.
- Address any questions or challenges they faced.

#### Activity 1: Professional presentation

By following these professional presentation tips, mentees can leave a strong, positive impression on their interviewers, increasing their chances of success.

#### Before the interview

1. **Research the company and role**
  - Understand the company's mission, values, and recent news.
  - Review the job description thoroughly and align your skills and experiences with the role requirements.
2. **Prepare your documents**
  - Bring multiple copies of your resume, cover letter, and any other relevant documents.
  - Prepare a list of references and bring copies just in case.
3. **Plan your outfit**
  - Dress appropriately for the company's culture. When in doubt, opt for business formal attire.
  - Ensure your clothes are clean, ironed, and well-fitted.
4. **Practice common interview questions**
  - Rehearse answers to common interview questions, especially those that highlight your skills and experiences.
  - Practice using the STAR method for behavioral questions.
5. **Prepare your questions**
  - Have a list of thoughtful questions to ask the interviewer about the company, team, and role.
  - Avoid questions about salary and benefits in the initial interview unless the interviewer brings it up.



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### **6. Know the interview details**

- Confirm the interview time, location, and the names of your interviewers.
- Plan your route and aim to arrive 10-15 minutes early.

## **During the interview**

### **1. First impressions matter**

- Greet your interviewer(s) with a firm handshake, a smile, and make eye contact.
- Be polite and respectful to everyone you meet, including the receptionist.

### **2. Body language**

- Sit up straight and lean slightly forward to show engagement.
- Maintain eye contact but avoid staring. Nod occasionally to show you are listening.
- Avoid fidgeting, crossing your arms, or any other gestures that might indicate nervousness or defensiveness.

### **3. Clear and confident communication**

- Speak clearly and at a moderate pace.
- Avoid using filler words like “um,” “uh,” or “like.”
- Be concise and to the point, but provide enough detail to fully answer the question.

### **4. Show enthusiasm and positivity**

- Express genuine interest in the role and the company.
- Avoid speaking negatively about previous employers or experiences.

### **5. Active listening**

- Listen carefully to the interviewer’s questions and comments.
- Don’t interrupt; wait for the interviewer to finish before responding.
- Clarify questions if needed to ensure you understand them fully.

### **6. Be honest**

- If you don’t know the answer to a question, be honest and say you don’t know but will find out or offer alternative answers or solutions that you know of.
- Interviews are most likely in the field you’re applying for, they will be able to tell if you’re lying.

### **7. Demonstrate your fit**

- Use specific examples to demonstrate how your skills and experiences align with the job requirements.
- Highlight your achievements and how they can benefit the company.

### **8. Ask thoughtful questions**

- Show your interest in the role and the company by asking insightful questions.
- Focus on questions that reflect your understanding of the company’s goals and challenges.



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### After the Interview

#### 1. Follow up with a Thank You Note

- Send a thank you email within 24 hours of the interview.
- Personalize the note by mentioning specific points discussed during the interview and reiterate your enthusiasm for the role.
- A thank you note shows appreciation, reinforces interest in the position, and keeps the candidate top of mind.

#### 2. Reflect on the Interview

- Consider what went well and what could be improved for future interviews.
- Make notes on the questions asked and your responses for reference.

### Sample Follow-Up Email

Section	Description
Subject Line	"Follow-Up on [Job Title] Application - [Your Name]"
Greeting	Address the hiring manager by name if possible.
Body	Express your continued interest in the position, briefly restate why you are a strong fit, and inquire about the status of your application.
Closing	Thank the hiring manager for their time and consideration, and express your enthusiasm for the opportunity.

### Sample Follow-Up Phone Call Script

Section	Description
Introduction	Introduce yourself and the position you applied for.
Body	Express your continued interest in the position, briefly restate why you are a strong fit, and ask about the status of your application.
Closing	Thank the hiring manager for their time and express your enthusiasm for the opportunity.



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### **Additional Tips**

1. **Punctuality**
  - Arrive 10-15 minutes early. Being late can create a negative impression.
2. **Technology check (For virtual interviews)**
  - Test your internet connection, camera, and microphone beforehand.
  - Choose a quiet, well-lit location with a neutral background.
3. **Be yourself**
  - Authenticity is important. Be honest and let your true personality shine through.
4. **Confidence without arrogance**
  - Be confident in your abilities and experiences, but avoid coming across as arrogant or overconfident.

### **Activity 3: Mock Interviews**

#### **1. Conduct mock interviews**

- Role-play an interview scenario with your mentee.
- Simulate different interview formats and questions.

#### **2. Provide constructive feedback**

- Evaluate their responses, body language, and overall presentation.
- Offer specific feedback on strengths and areas for improvement.

#### **3. Record and Review**

- If possible, record the mock interview for the mentee to review later.
- Discuss the recording to highlight key learning points.

### **Tasks for Mentees to Complete Before the Next Meeting**

#### **1. Thank-you email**

- Draft a thank-you email template to use after future interviews.
- Share the draft with your mentor for feedback and suggestions.

#### **5. Reflection**

- Reflect on the mock interview experience and identify strengths and areas for improvement.
- Be prepared to discuss these reflections in the next session.



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## Additional Resources

- **Interview prep tools**
  - *Big Interview* – <https://biginterview.com>
  - *LinkedIn Interview Prep* – <https://linkedin.com>
  - *Pramp* – <https://www.pramp.com>
  - *Interviewing.io* – <https://interviewing.io>
- **Behavioral interview guides**
  - *The Muse – STAR Method Guide* – <https://www.themuse.com>
- **Mock interview videos (YouTube)**
  - *Top 10 Behavioral Interview Questions and Answers* – [YouTube Link](#)
- **Body language tips (Video)**
  - *Amy Cuddy's TED Talk: Your Body Language Shapes Who You Are* – [YouTube Link](#)

## Preparation for Session 6

### Focus Area: Enhancing Professional Skills

Prepare to discuss enhancing professional skills in the next session. The goal is to help your mentees to develop and enhance their professional skills once they are employed. This session will be the last session.

### Feedback Form

Please fill out the feedback forms at the end of your meeting. Share the mentee feedback form with your mentee to fill out as well. Your input helps us improve the program, and we appreciate your assistance.

Mentor feedback form - <https://airtable.com/app9D3AZKrWuuIryo/shrEc8sDgcxbci9Wt>

Mentee feedback form - <https://airtable.com/app9D3AZKrWuuIryo/shrH0VAQT8he1C3kx>