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Comm 2216

Week 4: Job Interviews

They might be the most stress you've ever experienced!

But the secret is to have fun. Remember that your interviewers are people, too; that they have a very difficult decision to make; and that you can make that decision easy for them.

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Week 4: job interviews

- Understanding the interview and interviewers
- Preparing for an interview
- Practicing interview questions
- Making a good impression at the interview
- Answering questions

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The interview process

- Good résumés and letters will lead to the next step, the job interview
- The employer has to learn a lot about each candidate in a few minutes
- Professional reputations are at stake
- Doing interviews costs the company \$\$
- Making bad hiring decisions costs them more

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What interviewers want to know

- Is your resume accurate?
- Do you catch on quickly and intelligently?
- Are you professional?
- Are you personable?
- Are you lazy or hard working, even-tempered or volatile (or even unbalanced)?
- Fundamentally: what would you be like to work with?

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The interview process

- An interview is like any other 'ritual' event; you can prepare for it ahead of time
- Although each interview is different, most have things in common
- People are going to ask you stock questions that you can anticipate
- People are going to look for certain characteristics, which you know how to model
- Your job is to create a positive image:
 - Figure out what they are looking for and give them what they want
 - When they say, "Tell us about yourself," tell them (true) things that will get you the job.

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"[T]he expectation around preparation for interviews has escalated. Every candidate should have done significant research prior to an interview.

Candidates need to appear knowledgeable, interested, and be able to both answer general questions or ask informed, direct questions about the industry, the environment, and the company."

Caroline Jellinck, Partner, Odgers
 Berndtson (major executive search firm)

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You get to define who you are

- Communicate a deliberate image of yourself by using categories and appropriate details
- Provide a well-rounded answer to the "Tell us about yourself" question. Use a PAWS strategy:
 - Personal (family history & friends)
 - Academic (achievements)
 - Work (history, experience, achievements)
 - Social (groups, associations)
- Match their expectations. By this point you've researched the company – past, present, and future business operations to impress them:
 - Company website
 - Monster.ca, Glassdoor, LinkedIn, Forbes, etc.
- Have a list of (informed) questions to ask them.

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Who gets the job?

- The person who gets the job is the person who performs best in the interview
- The interviewers want to hire someone hardworking, reliable, mature (resilient), and friendly
- They want someone who gets things done (competence and initiative) and can contribute from the start (ability and skills)
- They want someone who will fit in (personable and a match to corporate culture)
- Be sure to give them this impression

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Week 4: job interviews

- Understanding the interview and interviewers
- Preparing for an interview
- Making a good impression at the interview
- Practicing interview questions
- Zoom interviews

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What to bring to an interview

- 2 copies of your resume and your references
- Documents degrees, diplomas, certificates, letters of reference, list of references
- Paper & pens (or pad and stylus)
- Questions for them (or your research)

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Arriving at the interview

- Don't be late
- Not showing up on time suggests:
 - you're not time-conscious
 - you're not considerate of others
- But don't be too early; 5 15 minutes early is fine. Too early seems desperate
- Avoid problems by arriving early in the area
- Arrive alone

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Before you walk in

- Relax; breathe deeply
- Give yourself positive advice:
 - The interviewers are looking for someone who can do the job
 - You don't have to be perfect
 - There will always be other jobs
 - You are checking them out as much as they are checking you out

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When you walk in

- Interviewers often form lasting first impressions
- Dress for success:
 - Wear clothes that create a favorable impression
 - Don't over-dress for the job; look the part
 - Don't under-dress; it suggests that you don't care about the job
- When you meet the interviewers, you should:
 - Smile
 - Make eye contact with everyone
 - Say "Hi, I'm <name>, nice to meet you"
 - Give a dry, firm handshake
- The interviewers are just people doing their job:
 - They want to hire someone who will do the job and make them look good and feel comfortable
 - Treat them like colleagues working with you
 - Concentrate on helping them to hire you

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During the interview

- Align with the interviewers:
 - Expect to like the interviewers and expect them to like you
 - Emphasize similarities, not differences
 - Be positive; never criticize or complain
- Use body language effectively:
 - Make eye contact often, with everyone
 - Pace the speed of your speech and manage the tone
 - Mirror their body language
- Once the interviewers like someone, that person gets a lot of benefit of the doubt

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Sometimes there'll be tough questions

- Sometimes interviewers will 'grill' you
- It doesn't mean they don't like you
- They just want to see you react to pressure and to see if you're honest
- If you've done your homework, you can shine compared to others
- If you've been honest, you can't get caught out in a contradiction or in an untruth

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At the end ...

- Maintain a positive attitude, no matter how you think it went
- The interviewer's behaviour might have more to do with their own life than you
- When you leave:
 - smile
 - make eye contact with everyone
 - say "It sounds like a great opportunity, I'm looking forward to hearing from you. Thanks."
 - give a dry, firm handshake

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DOs and DON'Ts

- Don't ever criticize previous employers
- Do admire the prospective employer's achievements
- Don't interrupt the interviewers
- Don't fidget or look at your watch
- Don't wear sunglasses, other outdoor clothing, or ear buds
- Don't mess with their stuff
- Don't chew gum (or fingernails)
- Do be friendly to everyone you meet (incl. support staff)

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After the interview

- Write them a thank-you email; you'll be one of the few who do
- Consider it a marketing tool; fix or follow up on something from the interview
- If they can't decide who to hire, this may turn the decision in your favour
- Don't merely thank them; remind them why they should hire you or why you really want to work for them – ideally using information gleaned during the interview.

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Tell us about yourself

What would your friends / employers say about you?

Why do you want to work for us? / Why should we hire you?

How did you perform in your last job?

What do you like/dislike about work/school?

What are your strengths/weaknesses?

What five words best describe you?



Handling questions

- Most questions are stock questions that can be anticipated beforehand
- Interviews (almost) always start off with an openended question:
 - Tell us about yourself
 - Why should we hire you?
 - Why do you want to work for us?
- These are really the same question; they want you to talk about yourself
- Prepare some good answers beforehand; be ready to supply anecdotal proof
- Tell them things that will paint the best picture of you

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Be prepared to discuss your strengths and weaknesses

- Strengths should be related to what you can do for them on the job.
- If you do not have direct experience, use a threshold skill as a strength:
 - A passion for the type of work or the product
 - A problem-solving mindset
 - Rock-solid reliability and strong initiative
 - Awareness that the product will be used by others to achieve goals (client-focused instead of ego-driven)
- Closely related to the question, "What five words best describe you?"
- Practice, practice and have the answers ready
- But don't sound too rehearsed

```
mirror_object
    To object to mirror
 peration == "MIRROR_X":
irror_mod.use_x = True
irror_mod.use_y = False
irror_mod.use_z = False
 _operation == "MIRROR_Y"
Irror_mod.use_x = False
 lrror_mod.use_y = True
 lrror_mod.use_z = False
  operation == "MIRROR_Z";
  rror_mod.use_x = False
  rror_mod.use_y = False
  rror_mod.use_z = True
  election at the end -add
   ob.select= 1
   er ob.select=1
   ntext.scene.objects.action
   "Selected" + str(modified
   rror ob.select = 0
  bpy.context.selected_obj
  ata.objects[one.name].sel
  int("please select exaction
  -- OPERATOR CLASSES --
    X mirror to the selected
   ject.mirror_mirror_x
```

What's a "good" weakness?

- Weaknesses may be unrelated to the job:
 - Public speaking
 - Lack of actual experience
 - Not always speaking up when you have a good idea
- The point of the weakness question is not for you to disqualify yourself. It's to see whether you have an honest assessment of your abilities and to see how you handle weakness
- Show that you are working on overcoming or have overcome this weakness
- Again, don't sound rehearsed
- Don't make your weakness something trite, like
 - Chocolate
 - Puppies and kittens
- Don't make your weakness something obviously selfadvertising:
 - I'm a workaholic and perfectionist; I just give and give until it's perfect

```
mirror_object
     Tor object to mirror
 peration == "MIRROR_X":
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__mod.use_z = False
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  int("please select exactl
  -- OPERATOR CLASSES
   ject.mirror_mirror_x
```

Expect behavioural questions

- These are tests of your maturity, adaptability (resilience), responsibility, thoughtfulness, etc.
- Take your time; answer thoughtfully.
- Focus on what you learned and how you grew (which really means how they can benefit).
- Take the opportunity to emphasize those five greatest strengths, that is, know what you want to project when you formulate your answer.

Tell us about a time that you failed at something important and what you learned from that experience?

How would you motivate a group that was working on a project that you felt was falling behind or not achieving its potential?

What do you look for in a supervisor?

```
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  ata.objects[one.name].sel
  int("please select exactl
  -- OPERATOR CLASSES
   ject.mirror_mirror_x
```

Expect scenario questions

- What would you do if....?
- Consider why they might ask such a question
- There may be no 'right' answer
- They want to see how you respond to the question, so they are often deliberately ambiguous
- If necessary, paraphrase the question to confirm understanding

A co-worker tells you in confidence that she plans to call in sick while actually taking a week's vacation. What would you do and why?

How would you handle it if you believed strongly in a recommendation you made in a meeting, but most of your co-workers shot it down?

You've been placed in charge of a project team for a new project. What are your first steps to get the team going and complete the project?

```
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```

Expect to have your programming knowledge tested

- You may be asked to write code or pseudo-code; this is called being white-boarded
- Brush up on the language(s) asked for in the ad
- The problem might be straightforward, to see whether you have the basics
- Might be something very difficult, to see how you handle a problem with no immediate solution

What languages have you programmed in?

Please describe your experience programming in Java and .NET and tell us about some of the best projects you've worked on.

What's the difference between Java and C++?

What are the two major issues in networking performance?

What new feature of Java Kit 21 do you like the best?

```
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  ject.mirror_mirror_x
```

Some tricks for passing programming tests

- Make sure you understand the problem
- Ask questions as necessary
- Explain what you're thinking as you code: think aloud
- Explain your solution
- Verify your code with an example
- Check your code for errors/special cases

```
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    X mirror to the selected
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```

Some special challenges of programming tests

- Different interviewers sometimes look for different things
- Some ask about one language or tech, while others ask about a different one
- Some think perfect syntax is essential in an interview, some do not
- Preparation will help you to maximize your chances

```
mirror_object
 peration == "MIRROR_X":
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  lata.objects[one.name].sel
 pint("please select exactle
  --- OPERATOR CLASSES ----
   X mirror to the selected
  ject.mirror_mirror_x"
```

Week 4: job interviews

- Understanding the interview and interviewers
- Preparing for an interview
- Making a good impression at the interview
- Practicing interview questions
- Zoom Interviews

```
mirror_object
 peration == "MIRROR_X":
irror_mod.use_x = True
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"Irror_mod.use_z = False
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   irror ob.select = 0
  bpy.context.selected_obj
  lata.objects[one.name].sel
 int("please select exaction
  -- OPERATOR CLASSES ---
    X mirror to the selected
  ject.mirror_mirror_x
```

Zoom interviews are increasingly common

- Schedule it for a time that works for you (if you can)
- Find out who will be calling and do research
- Prepare the same as for a F2F interview
- Have a professional voicemail message and a professional email address

```
mirror_mod.mirror_object
     Tor object to mirror
 peration == "MIRROR_X":
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irror_mod.use_z = False
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   election at the end -add
    ob.select= 1
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   ntext.scene.objects.actl
   "Selected" + str(modified
   rror ob.select = 0
  bpy.context.selected_obj
  lata.objects[one.name].sel
  int("please select exactl
  -- OPERATOR CLASSES
   ject.mirror mirror x
```

Zoom (phone) interview essentials

- Paper and pens/pencils for taking notes
- Copy of your cover letter and resume (for yourself)
- Cheat sheet of questions & answers, questions to ask them, etc.
- Quiet space free of interruptions
- A glass of water
- Be enthusiastic and smile
- Don't vape, chew gum, eat, etc.
- Take your time before responding; be conversational
- Paraphrase the question if necessary
- Speak clearly
- Have the camera at eye level (ideally)

```
mirror_mod.mirror_object
     ror object to mirror
 peration == "MIRROR_X":
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"Irror_mod.use_z = False
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  bpy.context.selected_obj
  ata.objects[one.name].sel
  int("please select exacti
  -- OPERATOR CLASSES
    X mirror to the selected
   ject.mirror_mirror_x
```

Summary

- Prepare for the interview like a test and an oral presentation
- Your interviewers want to hire someone; give them reasons to hire you. Make them like you and believe in you
- Remember that employers hire people that they think are a safe choice
- Practice your interview answers, but don't make your responses sound pat or over-rehearsed
- Figure out what impression you want to give of yourself; create stories that paint this impression and slot them in where appropriate.
- Follow up with a letter/email

```
mirror_object
 peration == "MIRROR_X":
irror_mod.use_x = True
irror_mod.use_y = False
"Irror_mod.use_z = False
 _operation == "MIRROR_Y"
 irror_mod.use_x = False
 irror_mod.use_y = True
 irror_mod.use_z = False
  operation == "MIRROR Z"
  rror_mod.use_x = False
  rror_mod.use_y = False
  rror_mod.use_z = True
  No screencast! Just post
      comments to explain your
    decisions, where they
      deviate from my advice, e.g.
     using a profile or a time span
      for your CST date.
  --- OPERATOR CLASSES ----
    X mirror to the selected
   ject.mirror_mirror_x"
```

Homework for Week 4

The job application package is due at the beginning of next lab: job ad, résumé, cover letter. Provide a description of how you used Al. Do so in the comment window of the assignment folder or in a separate

document

Sets A & C = Oct. 03 Sets B & D = Oct. 08

In all cases at the start of lab.

de

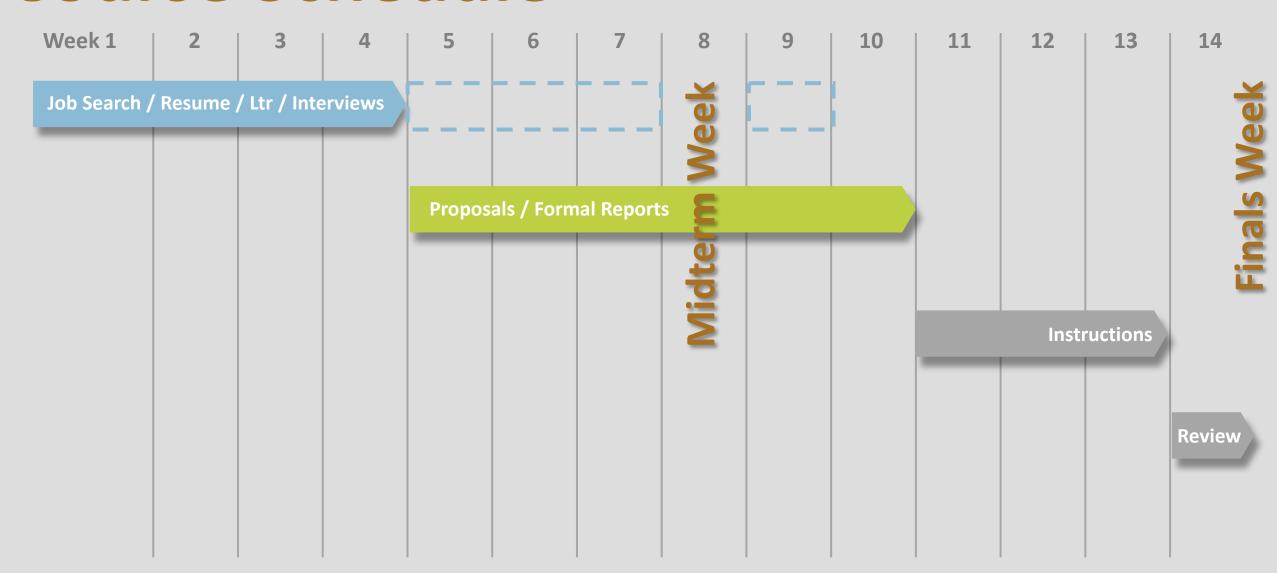
We will do interviews live in groups in labs.

```
mirror_object
 peration == "MIRROR_X":
mirror_mod.use_x = True
mirror_mod.use_y = False
"Irror_mod.use_z = False
 _operation == "MIRROR_Y"
irror_mod.use_x = False
lrror_mod.use_y = True
 lrror_mod.use_z = False
  operation == "MIRROR Z";
  rror mod.use x = False
  lrror_mod.use_y = False
  lrror_mod.use_z = True
   Please submit to the
     assignment folder, not the
   lab folders.
   rror_ob.select = 0
  bpy.context.selected_obj
  ata.objects[one.name].sel
 pint("please select exacting
  -- OPERATOR CLASSES ----
   ypes.Operator):
  X mirror to the selected
  ject.mirror_mirror_x"
```

Homework for Week 4

	ft	BCIT LEARNING COMM-2216-0 - Business Communications 2								
	Course	e Home (Content	Activities 🗸	Grades	Course	Tools 🗸	myTools ∨	E-Mail	H
Assignments										
	Nev	w Folder	Edit Categories		More Actions 🗸					
	∅ B	Bulk Edit								
					Folder					
		No Category								
		Job Application Package (30%) Submission Folder 🗸								

Course Schedule



```
**Irror_mod.mirror_object
 peration == "MIRROR_X":
mirror_mod.use_x = True
mirror_mod.use_y = False
mirror_mod.use_z = False
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  operation == "MIRROR_Z"
  rror_mod.use_x = False
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  ob.select= 1
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  "Selected" + str(modification
  irror ob.select = 0
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  ata.objects[one.name].sel
 int("please select exaction
  OPERATOR CLASSES ----
  X mirror to the selected
  ject.mirror_mirror_x"
 meror X"
```

Set A: 21 students = 7x3

October 03						
Group 1 13:30 - 14:00	Group 2 14:10 - 14:40					
1. 2. 3.	1. 2. 3.					
Group 3 14:50 - 15:20						
1. 2. 3.						
October 10						
Group 4 13:30 - 14:00	Group 5 14:10 - 14:40					
1. 2. 3.	1. 2. 3.					
October 17						
Group 6 13:30 - 14:10	Group 7 14:20 - 15:00					
1. 2. 3.	1. 2. 3.					

```
mirror_object
 peration == "MIRROR_X":
mirror_mod.use_x = True
mirror_mod.use_y = False
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   ob.select= 1
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 int("please select exaction
 OPERATOR CLASSES ----
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  ject.mirror_mirror_x"
```

Questions?



```
mirror_object
      peration == "MIRROR_X":
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     _operation == "MIRROR_Y"
   irror_mod.use_x = False
    lrror_mod.use_y = True
      lrror_mod.use_z = False
          operation == "MIRROR_Z"
           rror_mod.use_x = False
           lrror_mod.use_y = False
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             election at the end -add
                 ob.select= 1
              er_ob.select=1
                ntext.scene.objects.action
             "Selected" + str(modification
                 lrror_ob.select = 0
         bpy.context.selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_objects[one.name].selected_
        pint("please select exactle
          -- OPERATOR CLASSES ----
                    X mirror to the selected
              ject.mirror_mirror_x"
```

10-minute break

Then:

- Interview sign-up sheet
- Interview assignment sheet
- Lab prep