**CAREER 801 VIRTUAL & IN PERSON INTERVIEWS**

**FROM THE DESK OF THE DEAN**

**CRUSHING INTERVIEWS**

The interview process has several steps that are impactful in your future success. The number 1 goal Make an **IMPACT UTILIZING DATA.**

**The Initial Phone Screen**

* It is normally between 15 and 30 minutes.
* Online Assessment could last between 30 minutes and 2 hours depending the position for which you have applied.

**Phone or Zoom interview**

* It is normally there are 2-6 people with differing responsibilities and skill levels present to ask questions and score your responses.
* The questions asked by the potential employer will be probing based on your resume, the job description, culture of the team and organization.
* MAKE SURE you know your resume and can speak in depth about everything you listed on your resume.

**Invited for an In Person Interview.**

* Most likely there will be 4-6 interviews for 30-60 minutes each one after another with no break.
* Remember there are others who have been invited into interview as well.
* Make sure you know the company’s website inside and out.
* Very often if you are interviewing at a Brand name company they list the interview process in detail and provide lots of pertinent information to see how thorough and serious you are about employment with the company.
* Example is going to <https://careers.google.com> or type in Amazon interviews and you can read up on what is expected.

**Nuances**

* You should be aware of are who is the leadership, backgrounds, news about the company, company stressors.
* Make sure you clearly understand the leadership principles of the company.
* A couple questions you may be asked. Tell me about a time when you achieved something? Tell me about a time when you struggled with an assignment or project?
* Why should we hire you? They may ask you an ambiguous question to see how you think on your feet.

PLEASE -- discuss all matters that highlight **IMPACT WITH DATA.**

**HOW TO NAIL YOUR INTERVIEW**

There are several elements that make up an amazing strategy to Nail your interview including those we have highlighted in our materials earlier. Below are some Absolutes that you Must accomplish.

1. Your answers must embody the core values of the company.
2. SAR Method ( Situation, Action taken, Results) should be implemented in all answers.
3. Do not be afraid to ask Clarifying questions.
4. Refrain from using We when answering questions. Use I not We.
5. Communicate your thought process out loud when asked to walk the committee through a question. If you cannot answer the question based on your lack of expertise then ask the leader if he or she would work through the answer with you so you can learn and offer your knowledge too.
6. Conceptualize do not Memorize. The committee wants to know your core understanding.
7. Use Data to explain answers.
8. Be excited, smile, have positive body language and tone about the role you are interviewing.

**How Are You Being Evaluated**

Most likely if you interview online or in person the same circumstances are occurring during your interview.

If the Hiring Manager and Team are present during the interview

* Each person will have a laptop and be taking notes on the predetermined questions being asked.
* You may be ranked during or right after each question or not?
* Each person will have at least one question that may have multiple parts or the interviewer may ask you more probing questions.
* Do Not Freak out if everyone has their face glued to the computer screen taking notes. Relax, smile, try to have eye contact with the person asking the question.
* At the conclusion of the interview in which there may be several the committee or individual will meet with his or her teammates on the committee and discuss the responses to the questions and gain feedback from each other. Their rankings by question will be finalized and forwarded to the next level of the search.

If the Hiring Manager and Team are there plus other independent members or All independent members from different parts of the organization - the first bullet points are the same but the last bullet point is different.

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* Do Not Freak out if everyone has their face glued to the computer screen taking notes. Relax, smile, try to have eye contact with the person asking the question.
* At the conclusion the interviewers will get together for 30 minutes and discuss the responses and possibly rank the answers **but then an independent group dealing with culture/fit and skills for the specific position may meet to score the candidate based on the response from the interviewers notes and rankings. The goal of the extra or independent graders is to see if you fit into the culture and leadership principles of the organization.**

**ON LINE INTERVIEWS**

Many companies are requesting applicants to create a video introducing oneself before take their valuable time up with a person that does not fit the parameters and culture of the job and company.

Paths4life can definitely help you with a video and or preparation for video interviews. There is an art to performing an impactful online video interview. It is not easy to influence those who make the decisions to have further discussion with you. Thousands are applying for the jobs you want to acquire every day.

\*\*\*\* Remember that the most companies spend 6 seconds on a resume; consequently, if you do an online interview you have to knock it out of the park!

**Below are some helpful hints:**

Tip #1 -- Do your research on the company, understand the industry.

Tip #2 -- Talk about you experience while highlighting key words the company used in the job description for skills and or abilities they are searching for in this particular job.

Tip #3 -- Organize your thoughts by practicing easy responses to questions like - introducing yourself, and providing your experience related to the job.

Tip #4 -- Check the sound and video quality of your computer. Make sure the background where you are performing the virtual interview is a solid clear wall and it is extremely quiet.

Tip #5 -- Your interview is timed so please keep your responses concise and to the point. Practice, practice, practice your responses.

Tip #6 -- Be prepared to include in your responses important facts that may not show up on your resume or application. If you can intertwine this information it will bring a new dimension to the interview. PLEASE show your personality in your responses.

Tip #7 -- Be professional and engaging. Dress the part as though you were interviewing in an actual office. Have good posture, good energy, watch your body language especially if you are asked a complex or challenging question.

Tip #8 -- Do Not use filler words such as, "um" and "like" Be enthusiastic and always have eye contact looking into the camera.

Tip #9 -- End on a strong note - End with a passionate statement. For example -- **Thank you for the opportunity to create an online video interview or if live - Thank you for the opportunity to interview with you today. I look forward to learning more about the company, the position, and how I can become a successful and productive member of your team.**

**TOPIC 1**

**DISCUSSION QUESTION 1**

Select a company you would like to work for and explain the core values of that company?

**DISCUSSION QUESTION 2**

SAR Method ( Situation, Action taken, Results) should be implemented in all answers

Select the most impactful job and responsibilities you have been engaged in and use the SAR Method to explain it in writing.

**DISCUSSION QUESTION 3 – SET UP CALL WITH THE DEAN**

**Please have your questions and assignments available to discuss in a 15-30 minute block.**