



Coop 101 – Week 7

Interview Preparation

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Pronouns: she/her/hers

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Week 7: What is the main question or concern (if any) that you have about interviewing?

Today's Agenda:

- Workplace Tip & Interview Question
- Types of Interviews
- Preparing for the Interview
- During the Interview
- After the Interview
- Mock Interview Assignment



Interview Question: Tell Me About Yourself-Elevator Pitch/30 Second Commercial

Start by stating What you do – “I’m a xxx major at Drexel University.” **AND WHY!**

Then...Choose **SOME, NOT ALL** of these possible questions/talking points to discuss

- Why are you interested in or what drew you to your major/career?
- Why did you choose Drexel?
- A personal skill or quality that will make you successful.
- A fun fact or interesting personal tidbit they will remember.
- What are your goals and why?
- Is there a specific experience you have had that you would want to highlight?
- Why are you interested in this employer/opportunity?

Workplace Tip: Identify and Follow All Work Policies

- Attendance
- Dress code
- Time Off /Time Reporting
- Computer Use/Cell Phone Use
- Free Time
- Drug Policy – before and after hire

Me: I really need to stop distracting my co-workers

Also me:



publicemployee

Report



Interview Preparation Steps

- . ☐ Research the Company
- ☐ Know the Job Description Well
- ☐ Practice Thinking through Common Interview Questions in relation to this role—*Find a website that also gives answers*
- ☐ Be Intentional-Create a list of 5-10 key experiences or traits you want to discuss
- ☐ Practice talking through your resume
- ☐ Print copies of your resume
- ☐ Prepare 3-5 questions you want to ask employer (write these down)





Types of Interviews

- Phone Screen
- Video Interview
- Structured vs. Unstructured
- Behavioral/Problem Solving/Case Interview/Technical
- Panel
- Group

Preparing for Technical Interviews:

- [LeetCode](#) (used by employers/ recruiters), there is a “Top Interview Questions List” you could use to prepare
- Webinars: on youtube under Google Student or Google University
- [How to Ace your Next Technical Interview](#) from Medium
- Search web for specific job title technical interview questions, e.g. Software Developer Interview Questions



During the Interview:

- Body Language
- Excitement
- Turn off your phone-not on vibrate
- Take notes as appropriate-when employer providing info
- Get (all) interviewers' Email Address to send "thank you"



After the Interview—The Thank You Email

Must Be Sent within 24 Hours!

- **Salutation/Greeting** – Address the interviewer by their full name. Avoid pronouns if unsure of correct pronoun.
- **Paragraph 1** – Thank them for their time and reiterate your interest in the position.
- **Paragraph 2** – A chance to address any unresolved issues. This may not apply to all interviews, so this is optional.
 - Is there a question that you wish you had answered better?
 - Did the employer request more information on anything?
- **Paragraph 3** – Reiterate your skills as they match the employer needs.
- **Paragraph 4** – Thank the employer again and invite the employer to let you know if there is any other information you can provide.
- **Closing/Sign-off** – It is best to use a formal closing such as Sincerely, first and last name.

**You Be
the Hiring
Manager!**



**What rating would you give
the following interview
responses?**

Why?



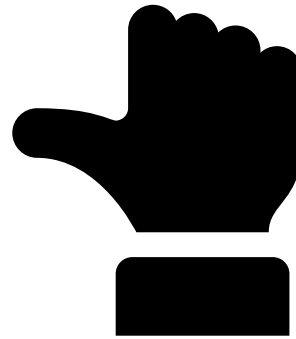
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**Tell Me
About
Yourself**

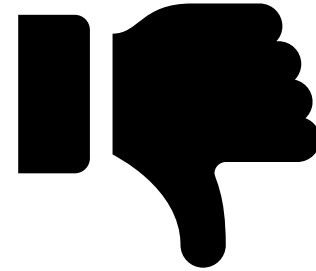
I'm an Engineering major at Drexel University. I grew up in Philadelphia and always knew I wanted to attend Drexel University. I'm also student athlete on the basketball team.



OR



OR



Why?



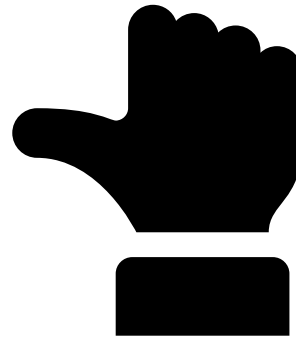
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**What is a
weakness
you have?**

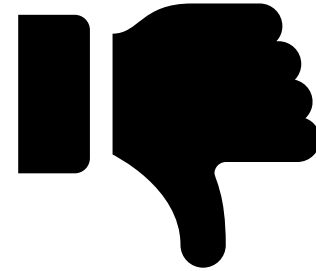
**A weakness I am working on is my
organization. I am working on
finding a way to ensure I keep up
with my deadlines with classes.**



OR



OR



Why?



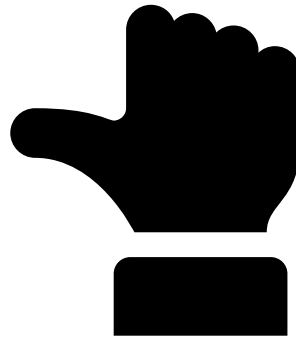
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**Tell me about a
time you had a conflict
with a coworker or
team member.**

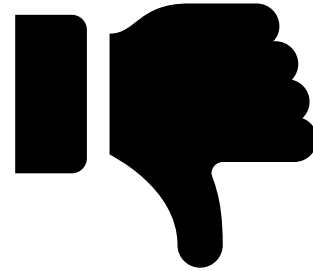
Last term we had a group project for one of our classes. One group member never responded to our texts or emails, and didn't show up to the meetings. We tried to give them tasks to do but they didn't do any of the work or meet any deadlines even after several outreach attempts. We had to divide their work amongst the rest of the team last minute and barely met our deadline to turn the completed project in.



OR



OR



Why?



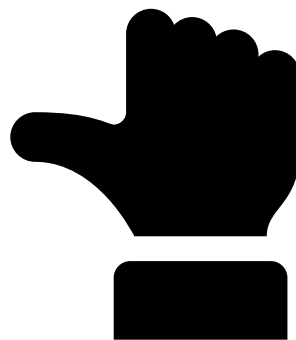
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**Tell me about a
time you had to
meet a deadline under
stressful
circumstances.**

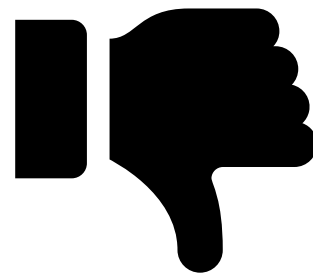
Senior year of high school I had a science project due during finals week. I had tests and final assignments due in most of my classes, so I didn't get a chance to work on it until the day before it was due. I made a plan, and stayed up all night to get the project done.



OR



OR



Why?



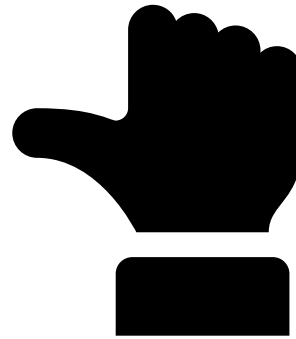
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**What
Questions do
you have?**

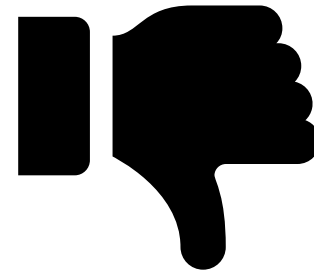
**Why do you think employees
should want to work at your
organization?**



OR



OR



Why?



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Video Interview Tips

Technology---test video and audio in advance!

Background—Nothing distracting behind you.

Look at Camera—Not image of yourself on screen; Do not read from notes

Resist the opportunity to look at notes or another screen

Do your best to remove distractions/outside noise

Standing/Sitting for Interview

Coping with interview stress

<https://drexel.edu/scdc/professional-pointers/interviewing/stress/>

[Family Resources](#) | [Location & Hours](#) | [Contact Us](#) | [Drexel's Response to COVID-19](#)

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- [Application Materials](#)
- [Interviewing](#)
- [Interviewing Essentials](#)
- [Sample Interview Questions](#)

COPING WITH INTERVIEW STRESS

The goal of an interview is to effectively convey that you are the one for a job. However, interviews are often seen as "high stakes" environments that cause many to experience nerves and anxiety before or during their interviews. Sweaty palms, elevated heart rate, racing thoughts, and the inability to focus are common symptoms of interview stress and anxiety. For those who have limited or no interviewing experience, preparing for an interview may be a nerve-racking experience. Even seasoned professionals with years of interview practice can feel anxious or overwhelmed while preparing for or during an interview. Below are strategies for reducing your interviewing nerves and anxiety so you can increase your chances of a successful outcome.

SIGNS OF INTERVIEW STRESS AND ANXIETY



Co-op Work Agreement/Student Agreement (online)

You need to read/sign this agreement which you will see next time you try to access your resume and/or the job search portal on SCDC online.



WEEK EIGHT----NO IN-PERSON CLASS

Instead of attending a regular class meeting, you will complete a mock interview during class. The mock interview will be videotaped.

Week Eight assignment: FOR ATTENDANCE CREDIT!

- Go to <https://drexel.biginterview.com>
- **Register for the site** and create an account using your Drexel email address
- Click on the “Assignments” tab in Big Interview and enter this **assignment code: e504d7**
- You will be asked to **set up some AI calibrations**. Once you’ve set up your AI calibrations,
- **You will be asked 4 questions and must record responses to each one**
- **SAVE each answer AND click “SUBMIT ASSIGNMENT” when done. System will notify me.**
- You may review the AI feedback on your own. I will grade you on the content of your answer as well as your presentation.

Due by the end of your scheduled class time (e.g. 9:50 AM for a 9:00 class) week 8.