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**COE3200 Communication Skills for Computing**

**Assignment 3**

**How you are preparing for the interview for your final internship?**

**1. Selected Internship Role:** Web Researcher and Data Scraper

**2. Preparation for the Interview**

a. Understanding the job role

Web research is involved in understanding information on web sites. Data scraping is the ability gather information using a programming language. The ideal candidate must have basic knowledge of Networking and Data science. Coding, English, Basic Mathematics, Database Management, Data Structures and Algorithms are some of the key skills the candidate must have under belt.

b. Improving knowledge and skills

Having programming in python (Scrapy, BeautifulSoup, Selenium, Pandas, NumPy), HTML, CSS & XPath, Excel (VLOOKUP, Pivot Tables), Industrial Knowledge will excel in this roll.

Courses on Udemy, Coursera, LinkedIn Learning and projects such as out-sourcing jobs, building portfolios, developing algorithms using python enhance the knowledge and experience.

Being open minded to newer technologies is a must. Exploring contents from YouTube Channels, Blogs, Social Media and Documentations (User guides) will adapt.

c. Communication skills

Simple and straightforward language improve attention. Two-way communication makes the interviewer to gain curiosity. Using visual expressions such as hand, facial gesture will build the quality while speaking. Being yourself will be highlighted more than trying to memorize.

### **3. Facing the Interview**

#### **a. Before the interview**

Reading relevant materials such as company website, publications, reports is a good start. Trying to make connections with senior members can outstand at the interview. Understanding the key areas the company looking for is very well understood. Build a resume which will address the key skills relevant to the job. Making a portfolio as a prototype to the job will get the attention.

#### **b. During the interview**

At first asking for sitting is polite. Say the name, little background (educational history) and why being here. When the questions are raised being yourself and telling what known makes what unique. Answers which not known must be admitted by saying “Sorry I don’t know”. Recent portfolios and projects must be applied to answering questions.

#### **c. After the interview**

Give thanks for the interview. “Thank you very much for interviewing me. I am thrilled to work with you in the future” is a good thank-you note. The chair must be pulled back and stand. The chair is pushed back finally.

### **4. Starting Preparation from Today**

Timeline Duration: 3 weeks

#### **a. Week 1 - Review theory**

- i. Review Python, HTML, Java Script, CSS fundamentals.
- ii. Review past projects and jobs done.
- iii. Study academic staff advice.

#### **b. Week 2 – Research the company**

- i. Building the resume relevant to web research and data scraping.
- ii. Getting in touch with senior members in the company, seeking more information and showing enthusiast.
- iii. Study the company and the job on the internet and make sure the LinkedIn and GitHub platforms are updated.

#### **c. Week 3 - Practicing preparation interviews**

- i. Doing mock interviews.
- ii. Practice how to make gestures during the interview and placing your hands, sitting posture, the dress code et al.
- iii. Understanding interview structure and figure out which areas are to put more weight.

*Word Count – 499 (excluding head)*