**The interview process**

Think of your job interview process as having four stages: introduction, skills test, compatibility, and decision-making. In this reading, you’ll review the different stages to help you better prepare. Along the way, you’ll learn more about Interview Warmup, a tool designed specifically to help you practice your interview skills. This is a great way to gain confidence before your actual interviews.

**Interview stages**

You will likely be required to go through multiple rounds of interviews. Each interview will vary in the types of questions asked and what is expected of you. Continue reading to learn about different types of interviews.

**Stage 1: Introduction (resume and portfolio)**

The goal of the introductory interview is for the recruiter to get to know you. They want to find out who you are and assess your background. This is your chance to shine. Have your portfolio and resume ready and be prepared to speak concisely about your qualifications, experience, and skills using specific examples.

**Stage 2: The skill test interview (case study)**

This is usually your second interview and it will often be conducted by a fellow data analyst or data engineer. In this interview, you will be given a technical assessment testing your SQL and programming skills. You will also be asked to complete a case study or a behavioral test. Your potential employer wants to know if you can do the job that you’re interviewing for, so they will be focused on getting you to demonstrate your skills. Make sure you’re prepared with well-formed answers that highlight your technical knowledge and problem-solving skills.

**Stage 3: The compatibility interview**

In some cases, there will be an additional interview to determine mutual compatibility between you and the company. To give you a comprehensive idea of what the work culture is like, the interviewer might include other members of the team during this round.



Often the goal here is to determine if you are a good fit with the rest of the team that you will be working with. This might include your peers, as well as the person you might report to. As with the introductory interview, get ready to discuss yourself more in-depth, using examples from your portfolio and resume as needed.

**Stage 4: Decision-making**

When your last interview concludes, it’s advisable to ask about next steps and a timeline of when a hiring decision will be made. Take note that the process can take anywhere from four-to six weeks as things are finalized.

You will likely receive one of three responses: an offer letter, a rejection letter, or no communication. Receiving a job offer is very exciting and something you can take pride in. However, don’t feel pressured or obligated to accept the first offer you receive. Feel free to ask for time to consider, do your research on a fair salary or benefits package, and be open-minded and willing to compromise.

**Build your network**

Unfortunately, there are times when you will receive a rejection. Despite any disappointments you may have, responding back with a thoughtful email will create a professional relationship with that hiring manager or company. You may even stand out in a way that might benefit your career in the long run. Generally, this email should be a short thank you letter expressing your appreciation for the opportunity and for the time they spent interviewing you.



There will even be cases where you will receive no response from the hiring manager. This doesn’t necessarily mean you did not get the position and sending an inquiring follow-up email will help clear things up. However, if you indeed didn’t get the position, then simply accept it and continue applying for jobs. Remember, every rejection is an opportunity to practice your interviewing skills.

**Practice interview skills**

Now that you’ve learned about the different interview stages, it’s time to practice interviewing. You can get useful interview experiences by answering questions you might encounter in an actual interview.

Being enrolled in this certificate program gives you access to [Interview Warmup](https://www.cloudskillsboost.google/interview-warmup), which is a tool that helps you become more confident and comfortable throughout the interview process. Interview Warmup asks you interview questions to practice delivering your responses verbally. Your answers will be transcribed in real time, allowing you to review how you responded. In addition, Interview Warmup's machine learning algorithm can detect insights that can help you learn more about your answers and improve the way you communicate.

Here are some of the insights that Interview Warmup provides:

* **Talking points:** The tool lets you know which topics you covered in your answer, such as your experience, skills, and goals. You’ll also be able to view other topics that you might want to consider covering.
* **Most-used words:** The tool highlights the words you used most often and suggests synonyms to broaden your word choices.
* **Job-related terms:** The tool highlights the words you used that are related to the role or industry in which you are preparing to work. You’ll also be able to view an entire list of job-related terms that you might want to consider including in your answer.

To access Interview Warmup, follow these steps:

1. Go to [grow.google/interview-warmup](http://grow.google/interview-warmup).
2. Click **Start practicing**.
3. Select **Data Analytics** to open an additional menu.
4. Select **Data Analytics** again as the field you wish to practice.
5. Click **Start**.

The interview lasts about 10 minutes, and the questions will vary with each attempt. During each interview session, you will be asked two background questions, one behavioral question, and two technical questions. You are encouraged to try as many practice interviews as you want. This is a great way to practice the interview tips you learned about in this course!

**Key takeaways**

Persistence is an important part of landing a job interview, continuing your job search, and acing the interview. Finding a job is hard work and you have plenty of resources to help guide you through the process. Keep applying and continue practicing your interviewing abilities until you find that perfect job!

**Scenario video series introduction**

Data analytics is an exciting field that can involve tons of different industries and specializations. As a trained data analyst, you will have a wide variety of opportunities to choose from. Before you get there, though, there is still one last part of your career journey that you have to master: the interview process.



Potential interviewers will ask you lots of different types of questions to ensure that you are both a great technical fit for the job, and an overall personable and professional person. In the upcoming series of lessons, the featured videos will guide you through different scenarios you might come across during a typical job interview. In these scenarios, you will meet the job applicant, Sally, a recently certified data analyst, and Jordan, the head of human resources. Sally applied to a job at BWR Technical Services and was asked to participate in an interview.

To use the template for the job application posting, click the link below and select “Use Template.”

Link to template: [Job application posting](https://docs.google.com/document/d/1wJh2mlh-baGQw0i6Uh_up-yQmq9EvibyFSK3mTmb0JE/template/preview)

Or, If you don’t have a Google account, you can download the file directly from the attachment below.

[Junior Data Analyst Job Application](https://d3c33hcgiwev3.cloudfront.net/7w0_A1GdT1WNPwNRnW9V9Q_cb261c8f47814749858c3d0204cf14ed_Junior-Data-Analyst-Job-Application.docx?Expires=1727136000&Signature=govgQXLlmbcLXA79LpWfbwnOBdH3ZNB-XyLv2-NEavEj4LRJ-4uU35Z-RG03TKOF~X360AcGYSXdHuzzmWov-0hPt2-1HG1wwpbxNKX2rHT60o4kg89DBtUKmzXUf8DtlQqvc96FI6sriZ9OBwJQWmu8EC4QVu4zmaH6tRwuIcw_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

[DOCX File](https://d3c33hcgiwev3.cloudfront.net/7w0_A1GdT1WNPwNRnW9V9Q_cb261c8f47814749858c3d0204cf14ed_Junior-Data-Analyst-Job-Application.docx?Expires=1727136000&Signature=govgQXLlmbcLXA79LpWfbwnOBdH3ZNB-XyLv2-NEavEj4LRJ-4uU35Z-RG03TKOF~X360AcGYSXdHuzzmWov-0hPt2-1HG1wwpbxNKX2rHT60o4kg89DBtUKmzXUf8DtlQqvc96FI6sriZ9OBwJQWmu8EC4QVu4zmaH6tRwuIcw_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)



**1. Introduction**: The purpose of this first video lesson in the series titled, [Scenario video: Introductions](https://www.coursera.org/learn/google-data-analytics-capstone/lecture/wrtl6/scenario-video-introductions) is for Jordan to get to know Sally and gain insight into her personality and background. This is the part of the interview when the interviewer usually answers questions about the company and the position. It’s also an opportunity for the applicant to outline how the skills they used in past roles can translate into the position they are applying for.

**2. Case study**: In this next video lesson titled, [Scenario video: Case study](https://www.coursera.org/learn/google-data-analytics-capstone/lecture/QVEOb/scenario-video-case-study), Sally is tasked with solving an assigned challenge of improving student grades by communicating a plan to outline her thinking, ask key questions, recommend solutions to parents, and more.

To use the Power point template for the case study presentation, click the link below and select “Use Template.”

Link to Power point template: [Case study presentation example](https://docs.google.com/presentation/d/1sGM5w0zbf_5HS2aiTLFZEaVfIfn0Yea8zkQ5O5eTIfc/template/preview)

Or, If you don’t have a Google account, you can download the file directly from the attachment below.

[Bridging the Communication Gap between Teachers & Parents](https://d3c33hcgiwev3.cloudfront.net/YHq4VQG1S2W6uFUBtWtlTw_27f958f4d1b64dee92e4888bb9353872_Bridging-the-Communication-Gap-between-Teachers-Parents.pptx?Expires=1727136000&Signature=Xs59Nn~U0PPCoKAgAONNBf7EbFtNmm-ESTsbTrf28qi-xnFeADE7bsgMT6Il2tHfBRU~j1vhXtez0O1QpT5xlKOhq~HVs7jQTaulCfum6EdRNcFK8Sg4tNo--iJyuZRdUiIBTeTaTWpngaQVA3dkCbxeV-hQsFztslUv5JO-PH0_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

[PPTX File](https://d3c33hcgiwev3.cloudfront.net/YHq4VQG1S2W6uFUBtWtlTw_27f958f4d1b64dee92e4888bb9353872_Bridging-the-Communication-Gap-between-Teachers-Parents.pptx?Expires=1727136000&Signature=Xs59Nn~U0PPCoKAgAONNBf7EbFtNmm-ESTsbTrf28qi-xnFeADE7bsgMT6Il2tHfBRU~j1vhXtez0O1QpT5xlKOhq~HVs7jQTaulCfum6EdRNcFK8Sg4tNo--iJyuZRdUiIBTeTaTWpngaQVA3dkCbxeV-hQsFztslUv5JO-PH0_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)



**3. Solving problems**: In the next lesson titled, [Scenario video: Problem-solving](https://www.coursera.org/learn/google-data-analytics-capstone/lecture/Vzxva/scenario-video-problem-solving), most interviewers will ask applicants questions related to their problem-solving abilities. In this video, Sally provides specific examples of past challenges and how she used her problem-solving skills to overcome them.

**4. Salary negotiation**: Once the interviews are over, if the company offers you the position, you and the company both need to agree on your starting salary. Although it is often an uncomfortable part of the process for many job applicants, negotiating a salary that you feel is fair is very important. In this final video lesson of the series titled, [Scenario video: Negotiating terms](https://www.coursera.org/learn/google-data-analytics-capstone/lecture/MS5NP/scenario-video-negotiating-terms), the video highlights how Sally has done her research and didn’t feel pressured to accept the company’s first offer on the spot.

When it comes to job interviews, there is no such thing as being too prepared. Be sure to do your research on the company, the role you are applying to, and salary expectations for the position. Practice marketing yourself and your skills and use active listening whenever you are asking and answering questions.

**What makes a great pitch**



There is a certain question that you will probably be asked throughout your career, especially during professional interviews: “Tell me about yourself?” This can be tricky to answer well, but the goal is to positively and accurately represent yourself using your past and present experiences and skills–essentially, you need to pitch yourself. In this reading, you will learn how to promote yourself as an effective and highly skilled data analyst in a job interview. Even if you don’t have any professional data analysis work on your resume yet, experience and skills you gained from previous work of any kind can be useful to share if you pitch it the right way.

To help you prepare, here are some possible questions you might be asked in an interview, including technical questions to assess specific practical knowledge and questions that require you to apply your own personal experiences.

**Technical questions**

* *“What are your preferred tools for analysis?”* This is a chance to demonstrate that you are well-versed in data analysis, with proficiency in SQL, Excel, and R programming.
* *“How do you maintain integrity in your data?”* Reliability and accuracy are essential parts of good data analysis, and any issues with your data can have a major impact on data-driven business decisions. Be prepared to discuss the methods you use for error checking and validation.
* *“Do you understand different SQL functions and the roles they play?”* SQL is arguably one of the most important skills for you to have as a data analyst. This is an opportunity to demonstrate your understanding of different types of SQL functions and their value or result.

**Personal experience questions**

* “*Was there a time when you took initiative during a project and what was the outcome?*” This question can come in many forms with slightly different wording, but the goal is to understand your leadership abilities and how you have used them in the past.
* “*What was the most challenging project you have ever been faced with*?” This question is usually meant to assess your problem-solving and interpersonal skills. Come to the interview prepared with several different examples of how you successfully navigated a difficult project or situation in the past.
* “*How would you explain a complex topic to a stakeholder who was unfamiliar with it*?” This question helps your interviewer get a sense of how skilled you are at communicating effectively in high-pressure or sensitive circumstances.
* “*How do you cope when things don’t go according to plan?*” It is important to be adaptable, especially when things don’t go the way you expected. This question provides a great opportunity for you to explain how you coped with unexpected changes and adapted quickly to a different course of action.

Try crafting answers to each of these questions and coming up with fitting examples for each scenario. Write the answers down and practice them until they feel natural and unrehearsed.

**Prepare yourself**

There is no way for you to know exactly what your interviewer will ask you. But preparing some polished and professional answers to common interview questions can be incredibly helpful. Learning how to successfully pitch yourself and your skills as a data analyst takes practice. The more you practice, the more comfortable you will likely be during the actual interview, regardless of what questions you get asked.

Online interview: https://grow.google/certificates/interview-warmup/category/foundational-data-analytics/

Using AI to support Data Analysis

A good prompt follows a simple framework:

Task, Context, References, Evaluate, and Iterate, or T-C-R-E-I

Thoughtfully Create Really Excellent Inputs