Interviewing 101: Showcasing Your Best Self

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- The information provided herein is general information and should not be construed as legal advice.

- No financial disclosures.
Every Interaction Matters

You never know who might be watching or listening
What to ask when offered an interview:

- Who will be there?
- What will the interview consist of and any other expectations?
- Where is the interview?
- When is the interview and how long might it last?
Planning and Preparing

RESEARCH  REHEARSE  REVIEW  RELAX  REGROUP (IF NEEDED)
Putting Your Best Self Forward

• Arrive Early (Goldilocks method)

• Greeting and Introduction

• Physical Presentation
  • Poise and Confidence (Superman)
  • Body Language
  • Dress for the Job

• What to bring with you
  • Notepad (with pre-planned notes)
  • Requested documents
  • Only Essentials
  • Turn off Tech
Controlling the Narrative

STAR INTERVIEW TECHNIQUE

**S**ITUATION
Describe the situation you were in.
- Highlight
  - Challenges
  - Constraints
  - Deadlines
  - Issues etc.

**T**ASK
Describe the task you had to do.
- Highlight

**A**CTION
Describe the Action you took.
- Highlight
  - Teamwork
  - Leadership
  - Initiative
  - Integrity etc.

**R**ESULT
Describe the outcome of your actions.
- Highlight
  - Achievements
  - Improvements
  - Cost Saving
  - Delivery etc.
## Controlling the Narrative

<table>
<thead>
<tr>
<th>Be</th>
<th>Be yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>Balance Personal and Professional</td>
</tr>
<tr>
<td>Create</td>
<td>Create a Conversation</td>
</tr>
<tr>
<td>Ask</td>
<td>Ask Questions</td>
</tr>
<tr>
<td>Prepare</td>
<td>Prepare for “I Don’t Know”</td>
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</tbody>
</table>
LISTEN
LIES!

OH NO YOU DIDN'T

I'M NOT TOTALLY USELESS.
I CAN BE USED AS A BAD EXAMPLE.
Are you stressed, nervous, or anxious?

Take a deep breath.
Things you should expect to be asked about

Anything in your Application!

Common Interview Questions

Strengths and Weaknesses

Interest in the Job

Why you’re Seeking Change
Common Interview Questions

- Indeed – 125 Common Interview Questions and Answers

- Glassdoor – 50 Most Common Interview Questions
  - [https://www.glassdoor.com/blog/common-interview-questions/](https://www.glassdoor.com/blog/common-interview-questions/)

- LinkedIn – Interview Questions and Answers
  - [https://www.linkedin.com/interview-prep](https://www.linkedin.com/interview-prep)
Common Questions to Ask

• What is a typical day on the job?
• What is your workplace culture?
• What are some of the challenges you’re currently facing?
• If offered the job, what will the training or onboarding process be like?
• When are you planning to make a hiring decision?
Illegal or Inappropriate Questions

Race, ethnicity, citizenship, age, genetic/medical, disability, gender, sex, orientation, marital/family status, religion, etc.

https://www.eeoc.gov/   http://www.khrc.net/
Closing
Follow Up and Level Up

1. Send a personalized Thank You note
2. Follow up to express continued interest
3. Know your value and ask for it!
   - Salary, Time/Leave, Flexibility, Tools, Training, Benefits