Interviewing

- Get to know the organization inside and out.
- What relates to the job you are seeking? What are they passionate about?
- Put the job description and your resume next to each other and draw lines between job requirements and your resume showing you have experience.
- Draw dotted lines from requirements you haven’t done to resume experiences that are similar and think about how to explain your competence.
Interviewing

• Think through the job description and anticipate questions.
• Project yourself into situations that the job description points to and think of examples from your experience.
• If you have not done a requirement specifically, then have a related experience example as a defense.
• Based on your research, have two or three intelligent questions to ask.
Interview Questions

• **Behavioral** questions ask you to give an example from your life to answer. Past behavior is a good predictor of future behavior.

• **Job Specific Situational** questions relate to specific situations that occur with particular jobs. Think through tough situations at a job and have examples of how you positively handled each problem.

• **Strengths and Weaknesses** questions evaluate your self-awareness. Think through your knowledge-based skills and portable skills (job to job). Think of non-personal weaknesses and talk about them as something you are working to improve.
Interview Types

• Human Resources initial interview.
• Group interview with multiple candidates.
• Group interview with multiple interviewers.
• Departmental one-on-one interview.
This is the first interview, and it deals the most with your resume and with your cover letter.

They are looking for how you fit the job description.

They will ask questions based on your resume.

This is where you get to defend the “related” areas of your resume. How well do you know the company? How well do you know the job?
Group Interview

• Your goal is to stand out in a good way so you can get a solo interview.
• This interview style may have multiple candidates and multiple interviewers.
• You may answer typical questions, but you may be given a problem to solve or a work simulation exercise.
• This interview focuses on how you interact with others, demonstrate skills, and solve problems.
Group Interview

- Don’t show surprise at the group format. They may be watching to see who is flexible.
- Resist the urge to introvert, and talk to the others. You’ll be seen as a facilitator and a networker, and it demonstrates confidence. Friends can also come in handy during the interview.
- Knowing and using the other candidate’s names in one of your responses marks you as a leader. It can help you build off of someone else’s answer and add your follow up idea.
Group Interview

• Include the group in your answering so you involve everyone.
• Be yourself. Don’t interrupt or talk over others, rather speak well when it is your turn.
• You may not be outgoing, but you can do well. When you answer, don’t start with an apology and don’t let your voice trail off. Make original contributions.
• Pay attention, follow the conversation, and lean forward in your seat.
• Remember names to show your engagement in the conversation.
Group Interview

- Try to write down the names and positions of the interviewers, so you can address them by name.
- When answering a question, you need to address and make eye contact with the questioner, but glance at the others every so often to keep them engaged in the conversation.
- Try to remember a specific conversation that you have with each interviewer, so that you can write specific thank you notes.
- Remember to not slouch, but have good posture.
Solo Interview

• This interview will focus mostly on the job and your fit with the rest of the team.
• The interviewer will ask if you have questions. Be prepared and ready to ask intelligent questions about the organization.
• You can also ask clarifying questions about what the job requires.
Phone Interview

- Smile as you talk on the phone, because it will make your voice sound happy and upbeat.
- Sit in a quiet place where you won’t be interrupted, and can have your resume and the job description spread out in front of you.
- Try to picture the person you are talking to because that helps you sound better.
- Sit up straight because that also helps you sound better.
Video Interview

• Organize your interview space in a quiet, uninterrupted place.
• Test your technology to make sure it works.
• Have a plain background, but watch for glare and being backlit.
• Let your camera show you from the waist up.
• Do a practice video interview so that you are comfortable.
• Plan for glitches and have a backup plan.
Video Interview

• Test all equipment before the interview begins.
• Dress professionally and test how you look in the monitor. Dress so your face is clear on the other person’s screen.
• Watch for backlight hiding your face.
• Turn off everything that might distract you.
• Look at the camera, not the screen, so you are looking them in the eye.
• Pause before you respond, in case the connection is weak.
Interview Tips

• Firm hand shake, not a bone crusher, but not a limp fish.
• Eye contact says you are engaged and trustworthy.
• Being 10-15 minutes early is being on time and being on time is being late.
• Don’t be rude or negative to anyone or about anything.
• Bring about 10 extra copies of your Resume with you.
• Dress appropriately.
• Don’t be negative about anything or anyone.
Thank You Notes

• Handwritten and email thank you notes help you stand out as an excellent candidate.
• Keep track of who you interview with so you can send them a note.
• Notes do not need to be long, but should include a reference to a conversation and one more soft plug for why you are a great candidate.
• Send them the same day as the interview.
More Education

• Research Master’s programs and the type of careers they could lead to.
• Will this Masters program give you the credentials that you want or need?
• Will it set you up for doctoral work, or would you need to take prerequisites?
More Education

• Masters work is more expensive than undergrad, so consider carefully before you begin.
• Do you have the grades to qualify for scholarships?
• Stay out of debt and pay as you go.
• Is there aid of any kind? It is a buyers market, so see what discounts you can get.
Choosing a Location

- Surveys say that you stay where you did your Masters work for at least six years.
- What is the cost of apartments around the graduate school or seminary?
- Housing should be no more than 32% of your take home salary.
- The landlord will want the amount of the first month’s rent as a security deposit.
- Is there a decent job market?
Choosing a School

- Do they just have regular day classes and full time hours (9-12 hours)?
- Do they offer night and weekend classes?
- Can you take your Masters online or in a modular format?
Applying for Grad School

- Schools want to know that you are passionate about what you will study and learn. Do you have experience that points to that major?
- Some schools want a resume that details your experiences.
- Other schools want a curriculum vitae that details your experiences plus your college academic career.
- Read the instructions and double check your work.
Your Personal Career Story

• This is who you are, what you’ve done, what you do and can do, and why it is of value to a potential employer.
• Your personal career story positions you to provide maximum value to your employers.
• Building your personal career story will help you to be crystal clear about who you are and the value you bring to the work world.
Your Personal Career Story

- Don’t downplay your experience and the special gifts that make you distinct from other candidates.
- Talk about your work experiences, summer job experiences, PCM and service experiences, and internship experiences.
Creating Your Personal Career Story

• List all of your experiences and title them uniquely so that you know each of them specifically.
• Write a 5-6 line paragraph for each experience about what you did and what you accomplished.
• Use verbs to describe what you did.
Your Personal Career Story

- An objective statement focuses more on your interests as the job seeker, but a summary communicates the distinctions you bring.
- What makes you different—specifics versus the intangibles?
- Communicate your passion here.
- What fueled your experiences?
- What gets you fired up?
- How would others know you were excited by something?
Your Personal Career Story

• Cake and icing refers to the substance and passion of your life as communicated on your resume.
• The experience and education sections of your resume are the cake.
• Your passion and drive for what you want to do communicated through the profile statement is the icing.
Career Services

• No matter what kind of job you want, Career Services helps you prepare.
• Make an appointment with Patrick Friedline, the Associate Dean of Career Services.
• Email patrick.friedline@moody.edu with options for when you can meet.
• Call (312) 329-4414 to make a phone appointment.
• Use Lifesize for a video call.