



CRUSHING AN INTERVIEW

Communications 10

Professionalism

- Credentials
 - Resume
- Appearance
 - Dress
 - Body Language
- Research, Practice, and Preparation
 - **Be Punctual (15-30 minutes early!)**
 - **Be Prepared! Ask & Answer Questions**
- Follow up
 - Thank you note AND email!



Credentials

- Create a portfolio (online to show your innovation and technology skills)
 - Depends on the position for how in-depth (credentials)
 - **Resume**, certifications, and letters of recommendation are essentials
 - **Have multiple copies to hand out**
 - **Leave one!**

Credentials

- Professional Cover Letter
 - Send in when applying for job!
 - More on this with Gia in 12th Grade
- Resume
 - **Know it like the back of your hand!**
 - **Update it**



Appearance

- Dress to impress
 - **Males: suit and tie**
 - Clean shaven or neatly trimmed
 - **Females: dress or suit**
 - Shoes must be polished!
- Personal Hygiene
 - Hair and nails
 - DEODORANT!

If you can smell yourself,



others have been able to for a while.

Appearance


- Body language
 - Being confident means:
 - **Stand/sit tall**
 - **Lean in**
 - **Show enthusiasm!**
 - **Show your hands**
 - **Smile** 😊
 - **Make eye contact**
 - The importance of a solid handshake
 - Let's practice!



*Psychological Tip #1

Mirror your interviewer's movements, but don't be obvious/creepy

Appearance

- Body Language (continued) 
- Psychology Tip #2
 - Read your interviewer's BL and facial cues
 - Crossing arms = Disagree
 - Locking eyes = Elaborate more
 - Looking around = uninterested
 - Smiling = agreeing



Research, Preparation, and Practice

- **Research!!!!**

- Company

- Size
 - Mission Statement
 - Company's strengths
 - Why do you want to work there?

- Position

- What credentials are necessary to be considered for the position?
 - Is there potential to advance?
 - Salary, benefits, retirement? (If available)

- Find out who's conducting the interview

- Remember names!

Research, Preparation, and Practice

- Preparation
 - Prepare and study resume (and have copies!)
 - **What are your strengths?**
 - **Five (5)**
 - **Provide examples**
 - **Weaknesses?**
 - **Two (2)**
 - **Turn them into positives**
 - **“I’m over-organized.”**
 - **“Sometimes, I put too much thought into my work.”**
 - **“I tend to be a procrastinator, but I work best under pressure.”**
 - Questions to ask interviewers
 - 2-3 questions



Research, Preparation, and Practice

- Practice

- Answers to common interview questions
 - Homework Assignment
 - Provide examples of your skills, when possible!

- **Small talk: build rapport!**
 - **Research your interviewer**

- **Psychological Tip #3**

- *Find a common interest to bond over*



- Play "I Spy"

- "What a beautiful family!"

- "I see you're a Pens fan! Did you catch that game last night?"



Time Management

- Be PUNCTUAL!
 - Aim to be 15-30 minutes early
 - Plan for the worst (traffic or construction, empty gas tank, etc.)
- Use time to your advantage
 - Take your time during the interview
 - Never rush your answers!
 - **Pauses illustrate confidence**
 - “That’s an excellent question, please allow me a few seconds to...”
 - Only use 1-2 times during an interview



Follow up

- **Write a thank-you email or letter to each individually!**
 - Personalize it!
 - Use names
 - Reiterate the strengths of your interview
 - Send it immediately
 - Stay in their thoughts!

The worst interview ever!



The Worst INTERVIEW EVER

- After watching the video, what went wrong? What advice do you have for Billie Jean Smith for her next interview?
 - Write 5 lines now