Interview Coaching | 2020-21

MSVU CAREER SERVICES

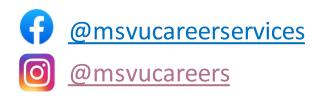
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Pre-register: https://www.careereco.com/Events/HUCF





- Difficult questions
- Making the most of your transferrable skills
- Using STARS to answer
- Top 7 tips for an online/telephone/in person interview

Engagement – What are some difficult questions you've been asked in an interview? How did you answer?



"Tell me about yourself" + difficult questions

- Align your experience with the position you're applying for
- It's okay to show your passion for what you do (if applicable!)
- Be brief
- Practice your answer (but avoid sounding over rehearsed)
- Need inspiration? Use an <u>elevator pitch</u> from The Muse

Tell me about a time you dealt with conflict.

Why should we hire you?

Where do you see yourself in 5 years?



Transferable skills

Navigating change: 2018 Business Council Skills Survey

- Survey of 95 large Canadian private-sector employers in 2017
- Participating companies employ more than 850,000 people across Canada in a wide range of industries.

Top five skills employers look for in entry-level hires

1	2	3	4	5
Collaboration/teamwork/ interpersonal/relationship- building skills	Communication skills	Problem-solving skills	Analytical capabilities	Resiliency





- Past work and volunteer experiences
- Community or school activities
- Travel experiences
- Internships
- School assignments and group projects
- Awards, certifications, special recognition



STAR Technique



(Prepare)

Listen to the question and think of an event.









Situation

Describe the event or situation that you were in.



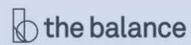
Explain the task you had to complete.

Action

Describe the actions you took to complete the task.

Result

Close with the result of your efforts.



Using STARS in an interview

Question: Tell me about a time when your team relied on you

S – When I worked as an assistant for CIBC Run for the Cure, my co-workers relied on me to manage all the administrative aspects of the event.

T/A – Early into my job, I noticed the contacts in the volunteer and participant databases were way out of date. The databases were vital to encouraging people to engage in the event and raise money.

R – I emailed and called the contacts to confirm their information and I also updated the database with new contacts, as new people reached out to the office. After the event, I took the initiative to cross-reference the volunteers and participants who attended that year and updated the database again. I better positioned the Run for the Cure to reach more people, faster, for the following year.

Summary – My co-workers were grateful for my efforts. It was a good example to me of how much an organization can rely on me and on the details! That's something I'll carry with me for my career.



Preparation still applies

- Check the interview details, including the time zone
- Research the organization
- Rehearse and review questions ahead of time
- Re-acquaint yourself with your resume and the job description
- If online, charge your computer and have some earbuds ready. If you have a telephone interview, charge your phone



Test and familiarize yourself with any equipment ahead of time

- Most ideal platforms for interview: Zoom, Skype for Business, GoToMeeting, Microsoft Meetings
- Test computer audio and video



Dress for success

- Employers notice these things! Plus dressing the part psychologically puts you into more of the 'interview' mindset
- Choose an outfit a few days before the interview and ensure it's clean and tidy. Business casual is usually a safe bet!



Consider your environment and your non-verbal communication

- If online/telephone:
 - Choose a quiet space for the interview (desk with good lighting and no pets/roommates, televisions or music in the background)
 - Try to focus on the camera and not the screen
- Sitting up straight, smiling, and being mindful of your tone of voice are important things to consider



Make a Plan B

- Even when you have done the preparation, things can sometimes still go awry with technology. It's okay to ask the interviewer how they prefer to conduct the interview if for some reason the technology isn't working well.
- You can suggest speaking over the telephone as an option. Emailing your telephone number a few days in advance, in case there are issues connecting for the interview, is okay too.



Prepare questions

- Have at least three questions prepared that relate to points listed on the job posting
- Avoid cliché questions such as "What's a typical day like?" or questions about salary
- Ask instead:

"What makes someone in this position successful?"

"What are the challenges someone in this position might face?"

"Can you tell me more about the environment at the office/how the team works together?"

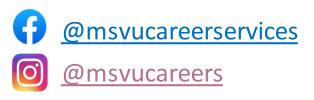


Follow up and self-reflect

- Follow up with an email of thanks. You can mention you look forward to hearing about next steps
- Be gentle with yourself and take a pause moment to reflect on how things went. In every interview, there are moments when we shine and moments we would do differently (make a note for next time!)



Career Services



Use CAREER CONNECTS <u>careerconnects.msvu.ca</u> to book your appointment or call 902-457-6139:

- One-on-one interview coaching
- Cover letter, resume, LinkedIn, or online portfoilo feedback
- Career counselling

*Did you know? Career Connects also displays on campus and off campus jobs and your Co-curricular Record

