

An aerial photograph of a city with a dense forest in the foreground and several buildings in the distance. A large white rectangular box with a thin green border is centered over the image. The box contains the title 'Interview Coaching' and the names of the keynote speakers. Two dark brown horizontal bars are positioned on either side of the box, partially overlapping it.

Interview Coaching

Keynote Speakers: Templeton Sawyer and Lynne Morrison

Intros



Templeton Sawyer Co-founder
of Alive House



Lynne Morrison
Certified Career
Practitioner

Types of Interviews

Screening

- to determine whether you will have a formal interview or continue in the interview process; may be completed by phone, video recording, group, in-person

Testing

- may include proficiency test – tests related to specific technical skills; StrengthsFinder / personality

Panel

- multiple attendees, including staff from various departments; Board members

Serial

- more common in larger organizations; different interviews with different staff; could be in a different setting / style

Answering in an Interview

S.T.A.R.

Situation: Begin with what was happening, where you were working / volunteering etc. and what your responsibilities were

Task: Move into the plan of what was required to bring about the change or achieve a goal

Action: Go into detail about what specific tasks were completed and how you did these

Results: Be as specific as you can about how issues were resolved or altered for the better. Don't forget this piece – this has a positive impact to your story!

Familiar Terms in an Interview

- **Strengths and weaknesses:**

- Interviewers want to know your capabilities to understand what you bring to the table. Discuss weaknesses honestly, demonstrating self-awareness and specific efforts to improve.

- **Teamwork:**

- Questions are assessing your ability to collaborate and negotiate. Effective responses discuss past experiences working in teams, resolving conflicts, and contributing positively to group dynamics and achieving identified outcomes.

- **Problem-solving:**

- Employers seek individuals who can analyze challenges, propose effective solutions, and demonstrate adaptability. Share examples highlighting your analyzing and communication skills.

Preparing an Elevator Pitch

- Clarify job target
- Write everything down and then edit
- Make it short, clear statements
- Answer 3 questions: Who are you? What do you do? What are you looking for?
- Focus on matching skills with employer needs
- Read it out loud
- Practice, practice, practice!

Delivering the Elevator Pitch

- Share your expertise and credentials
- Be brief and persuasive
- Focus on your assets that add value
- Be flexible to the situation
- Know the audience, time; adjust language
- Breathe and Smile!

Example of an Elevator Pitch

My name is xxx and I'm a **recent graduate** of Mount Saint Vincent University with a degree in xxx and ready to launch my career. I excel in xxx and am really interested in roles where I can support employers with xxx.



My name is xxx and I'm **currently studying** xxx at Mount Saint Vincent University. I'm looking to augment my classroom learning with a summer role focusing on xxx.



Opening and Ending Questions



- **Tell me about yourself**

This is often the opening question, prompting you to provide a concise overview of your professional background, skills, and relevant experiences.

- **Why should we hire you?**

This question allows you to articulate how your skills, experience, and qualities align with the company's needs, emphasizing what makes you the ideal candidate for the position.

The Importance of Follow Up

Following up, within 48 hours, after an interview is crucial as it demonstrates your continued interest and professionalism. It allows you to:

1. Express Gratitude: Sending a thank-you email or note shows appreciation for the opportunity, reinforcing your polite and respectful demeanor.

2. Reiterate Interest: A follow-up is an opportunity to reaffirm your enthusiasm for the position and the company, emphasizing your desire to contribute.

3. Clarify Points: If there were any areas where you omitted details during the interview, a follow-up is a chance to provide additional insights or information.

An
Example
of Follow
Up

Dear Interviewer's Name,

Thank you for the opportunity to interview for the Sales Manager position. Our meeting was informative and I enjoyed getting to know you and your staff.

(Reinforce something they focused on in the interview or add something you forgot to mention.)

My enthusiasm for the position and my interest in working for your company were strengthened as a result of our meeting. I am confident that my (strengths, education, experience, training, etc.) are a match for the job requirements.

Thank you again for your time and consideration. I am looking forward to working with you in the near future.

Sincerely,

Your Name

Exercise Introductions

Use the provided sheet to begin creating your own Elevator Pitch!

Let's practice delivering the pitch!

A group of four young women are posed on a staircase. The stairs are decorated with a rainbow flag pattern. The women are wearing various items of clothing, including t-shirts and a hoodie, all featuring the letters 'MSVU'. They are also wearing colorful leis and holding small rainbow flags. The background shows a building with a white railing.

Questions!

Thank You!

Contact us if you want to connect more!

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