

Preparing for interviews

9/28/2023

Melanie Bullagao, Career Leader
Centre for Career Development



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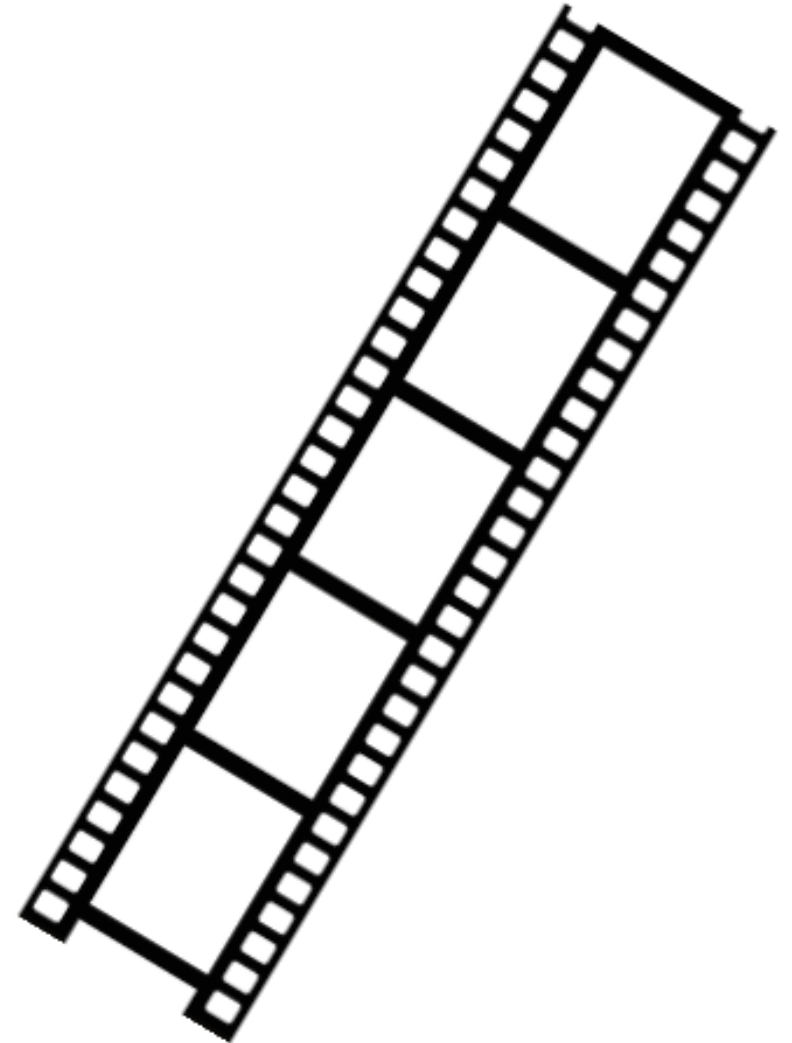


**This workshop is being
recorded!**



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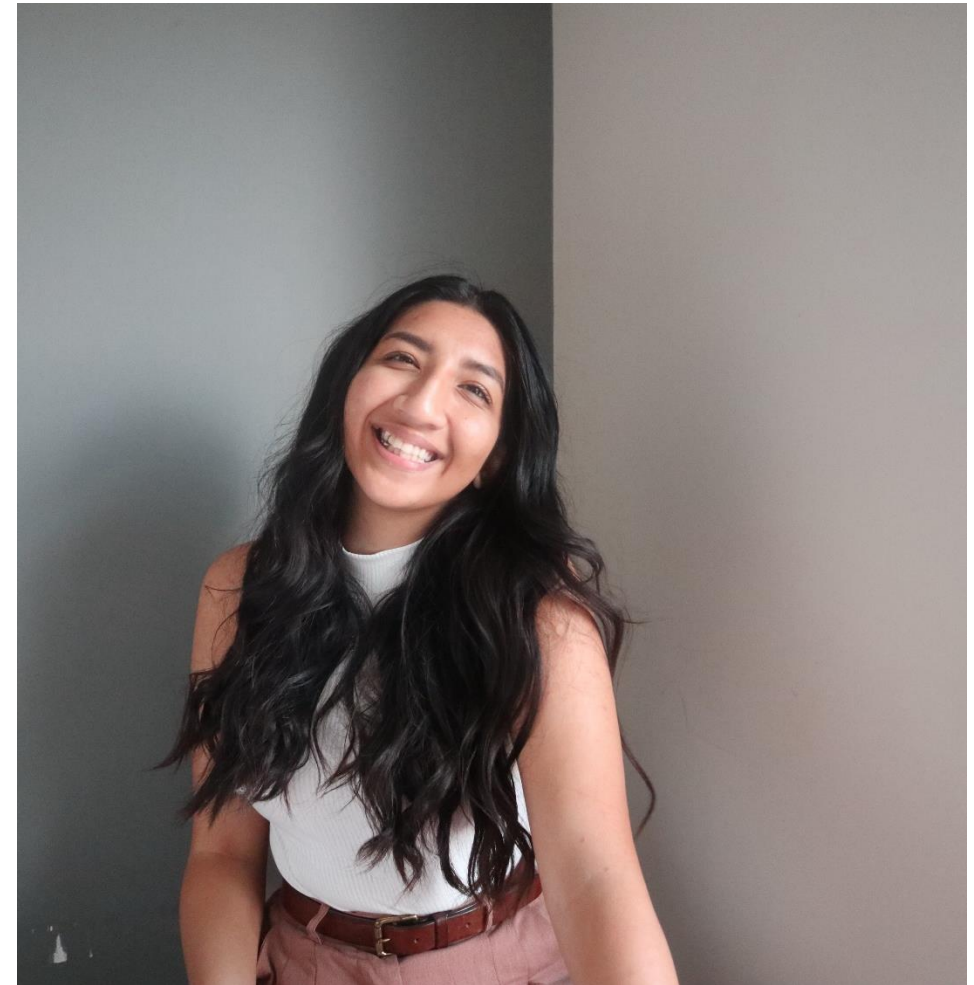


Melanie Bullagao

Career Leader, Workshop Facilitation

My pronouns are she/her and name is pronounced
Mel-A-Knee

- Fourth year BA Psychology student with a minor in English lit
- Fun facts: I have 7 years of customer service experience, I am a Gryffindor, and I am currently learning German!



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TERRITORIAL ACKNOWLEDGEMENT

The University of Waterloo is located on the territory of the Neutral, Anishinaabeg and Haudenosaunee peoples and is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometers on each side of the Grand River.

O:se Kenhionhata:tie Land Back Camp:
<https://www.facebook.com/osekenhionhatatie/>

Outside of KW area? Check out: <https://native-land.ca/>

WE AIM FOR THIS TO BE A SAFE(R) SPACE

We are entering this space with the intention of creating as safe a space as possible for you. Safe space means something different for everyone, but we promise you that we will try our best!

- Participate in the way that feels most comfortable for you! Take what works for you, leave what doesn't.
- Ask questions whenever! Please use the chat during presentation time, but you can use your mic during the Q&A if comfortable.
- Feel free to send me a direct message to participate anonymously
- If having tech issues, our fabulous student staff will be able to troubleshoot with you. We appreciate patience if any tech problems arise on our end 😊
- Please be respectful of other participants and facilitators

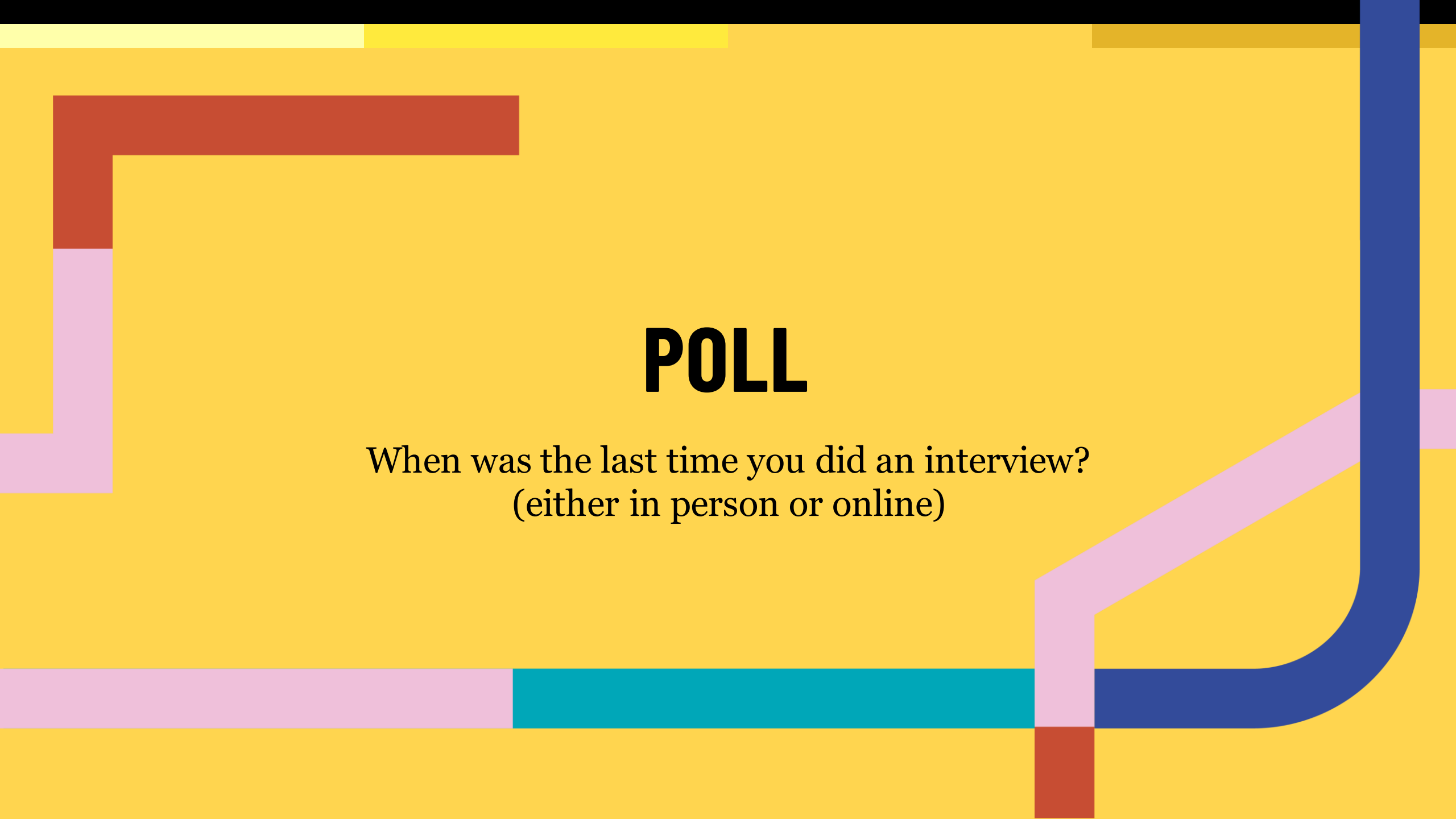


LEARNING GOALS

- 1 Identify the steps to prepare effectively for an interview
- 2 Describe the factors that contribute to a positive first impression
- 3 Apply effective strategies for answering interview questions in both an in-person and a virtual setting

POLL

When was the last time you did an interview?
(either in person or online)



The background features a complex graphic of thick, solid-colored lines. A red line forms an L-shape in the top-left corner. A teal line forms an L-shape in the bottom-left corner. A blue line runs horizontally across the bottom, starting from the left edge and ending at a vertical red line. A yellow line runs vertically on the right side, starting from the top edge and ending at a horizontal teal line. The teal line also runs diagonally from the bottom-right towards the top-right. The text is centered in the white space between these lines.

PREPARING FOR THE INTERVIEW

INTERVIEW PREPARATION

- Review resume
- Review job description
- Research employer (Mission, challenges, motivators, culture and strategic plan)
- Practice interview questions
- Prepare questions to ask the interviewer
- References
- Copy of your resume
- Know yourself and what you bring to the position



KNOW THE ROLE – WHAT IS THE EMPLOYER LOOKING FOR?

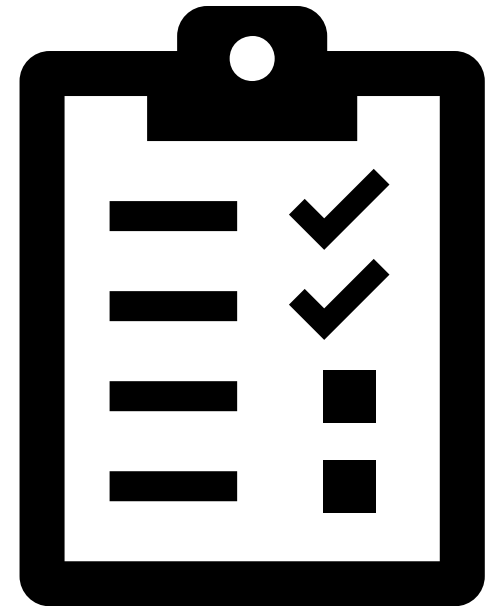
- Experience
- Education
- Knowledge
- Technical Skills
- Transferable Skills
- Personal Attributes



KNOW THE INTERVIEW DETAILS

If information is not provided, its acceptable to ask about the format of the interview

- How many people will interview you? Who are they?
- How long will the interview be? Is it supposed to be 20 minutes?
- What components will it include?
 - Technical?
 - Application?



Knowing this information can help relieve anxiety and reduce surprises!



The image features a white background with several thick, stylized lines in red, teal, blue, and yellow. On the left, a red line forms an L-shape, with a teal line extending downwards from its vertical segment. A horizontal teal line runs across the bottom left, transitioning into a dark blue line that extends towards the center. On the right side, a yellow line forms a vertical shape with a curved bottom, and a teal line runs diagonally upwards from the bottom right towards the center. The text 'VIRTUAL INTERVIEWS' is centered in a bold, black, sans-serif font.

VIRTUAL INTERVIEWS

VIRTUAL INTERVIEWS: FIRST GREETING

- **Test your Tech:** test run the software with a friend to ensure a smooth experience
- **Be early:** set up your computer, close extra tabs, turn off notifications and open the program
- **Start with a strong introduction:** say hello, smile and look into your camera
 - “Thank you for taking the time to with me today.”
 - “I’ve been looking forward to our conversation”
 - ”It’s nice to meet you!”
- **Be prepared for small talk:** remain positive, find a common interest, avoid oversharing or controversial topics



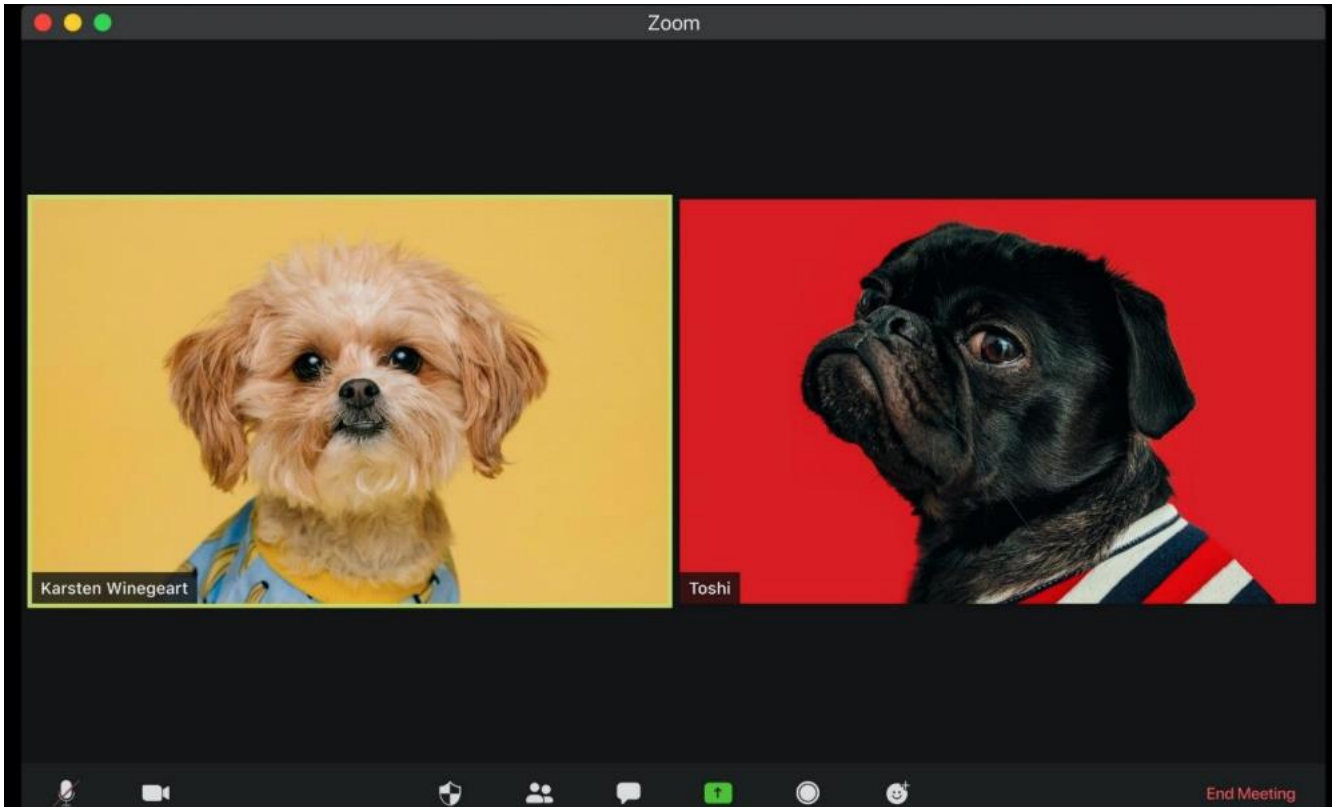
VIRTUAL INTERVIEWS: APPEARANCE

1. **Sound:** find a quiet space and a room with some sound insulation
2. **Background:** have a clean, simple and professional background
3. **Camera Angle:** ensure your camera is at eye-level
4. **Lighting:** use natural light or a lamp. Ensure you are not backlit!
5. **Dress:** dress appropriately and professionally from head to toe



Photo by Christina @ wointechchat.com on Unsplash

VIRTUAL INTERVIEWS: BODY LANGUAGE



1. **Posture:** positive body language
2. **Eye contact:** look into the camera
3. **Facial Expressions:** smile when appropriate
4. **Voice:** be mindful of if you need to slow down
5. **Practice your answers out loud!**



**WHAT MAKES YOU... YOU?
BE YOURSELF!**

The image features a bright yellow background with several abstract, colorful geometric shapes and lines. On the left, there is a red L-shaped bar at the top, a light purple L-shaped bar below it, and a horizontal light purple bar at the bottom. A teal horizontal bar is positioned below the light purple bar, overlapping it. On the right side, a thick blue vertical bar runs down the edge, with a light purple diagonal bar crossing it. A red vertical bar is located at the bottom right, overlapping the blue bar. The text 'THE QUESTIONS' is centered in the middle of the image.

THE QUESTIONS

THE DIFFERENT TYPES OF QUESTIONS

Classic

Behavioural

Situational

Skill Testing/Problem
Solving

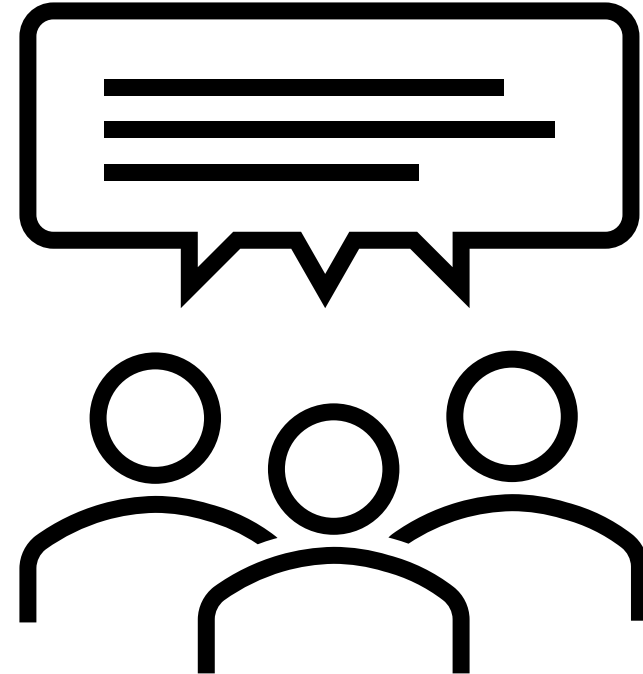


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CLASSIC QUESTIONS

CLASSIC QUESTIONS

- Why did you apply?
- Why should we hire you?
- Organizational knowledge
- Short/long-term career goals
- Strengths/weaknesses
- Tell me about yourself



OUTLINE FOR “TELL ME ABOUT YOURSELF”

- When/how did you become interested in this field?
- What have you done since then to grow your knowledge, skills and/or experience?
- Can you tie this into the job/role?
- Give yourself about 2 minutes (give or take) for this answer



Photo by Beci Harmony on Unsplash



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BEHAVIOURAL QUESTIONS

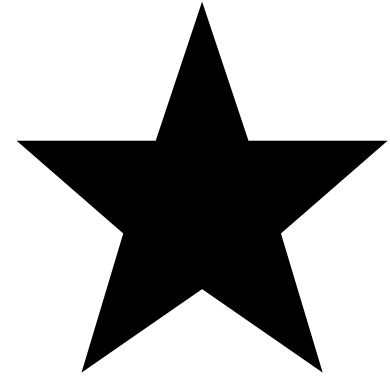
BEHAVIOUR-BASED QUESTIONS

Past behaviour is a good indicator of future behaviour.

Typical behavioural questions begin with:

- Tell me about a time when...
- Describe a situation in which...
- Recall an instance when...
- Give me an example of...

STAR APPROACH



Situation	Background and context
Task	What you needed to do
Action	What you did and how you did it
Result	The outcome of your actions



Q: TELL ME ABOUT A TIME YOU COMMUNICATED SCIENTIFIC KNOWLEDGE TO A NON-SCIENTIFIC AUDIENCE

Situation	“Let’s Talk Science” Volunteer
Task	Create workshop on global warming for 8 th graders
Action	<ul style="list-style-type: none">• Researched the 8th grade science curriculum• Consulted with professors and TAs on strategies to simplify information• Delievered the workshop to 20 students and kept them engaged by inserting analogies, videos and activities into the workshop
Result	Students expressed their newfound interest in global warming, and I was invited to deliver another workshop



The background is a solid yellow color. It features several abstract, colorful geometric shapes and lines. On the left side, there is a red L-shaped bar at the top, a light purple L-shaped bar below it, and a horizontal light purple bar at the bottom. A teal horizontal bar is positioned below the light purple bar, extending towards the right. On the right side, there is a thick blue vertical bar that curves at the bottom. A light purple diagonal bar crosses the teal bar and extends towards the top right. A small red vertical bar is located at the bottom right, near the base of the blue bar. The text 'SITUATIONAL QUESTIONS' is centered in the middle of the page in a bold, black, sans-serif font.

SITUATIONAL QUESTIONS

SITUATIONAL/HYPOTHETICAL QUESTIONS

- Actual (hypothetical) situation from job
- Can be very general but also can be very specific
- Typical questions begin with:
 - What would you do if...
 - Describe how you would...
 - What approach would you take...
 - Say you were faced with...



SITUATIONAL/HYPOTHETICAL QUESTIONS

What would you do if you were almost finished working on a project that had a tight deadline but upon review you realized you'd made a mistake at the beginning that would require you to start over?

How would you resolve conflict with a co-worker?





SKILL TESTING AND PROBLEM-SOLVING QUESTIONS

SKILL TESTING/PROBLEM SOLVING QUESTIONS

Skill testing

- Technical questions
- Hands-on

Problem Solving

- Written or spoken
- Demonstrate structured thinking
- Show your process (the right answer may not matter)



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TRICKY SITUATIONS

WHAT DO I DO ABOUT...?



Photo by JESHOOOTS.COM on Unsplash

- Feeling nervous or anxious
- Silence
- Stumped

WRAPPING UP AN INTERVIEW

How do you best answer the following:

- Is there anything else that you'd like to add?
- Is there anything else you'd like to tell us about yourself?
- Do you have any questions for us?



QUESTIONS TO ASK AT THE END OF AN INTERVIEW

- What do you expect a co-op student to have accomplished in the first month?
- What aspects of the role do you believe to be the most rewarding or the most challenging?
- What are the key priorities for someone in this role?
- Can you give me an example of the types of projects the previous co-op student was involved in?
- What type of training would there be for the successful candidate?
- In what ways can I prepare for this job, if I am the successful candidate?
- For jobs on WaterlooWorks Co-op job board only, you can ask about salary



PRO TIPS

1. Based on your analysis of the role, the organization, and your own experiences, go into the interview with 5 things you want them to know about you
2. Treat the interview like a conversation, not like an exam
3. Demonstrate your enthusiasm for the role/organization
4. Make sure you have a list of questions to ask
5. Send a thank you/follow up email



The image features a white background with several thick, colorful lines. A red line starts at the top left, goes down, then right. A teal line starts at the bottom left, goes right, then up, then right. A blue line starts at the bottom left, goes right. A yellow line starts at the bottom right, goes up, then right, then up. The text "CCD SUPPORTS AND RESOURCES" is centered in the middle of the page.

CCD SUPPORTS AND RESOURCES

Resources: CCD Appointments and Workshops/Events



Job Search Tactics
Résumé
Cover Letter
Interview Prep
Career Exploration



Individual Appointments
Drop-ins
Workshops
Online Resources

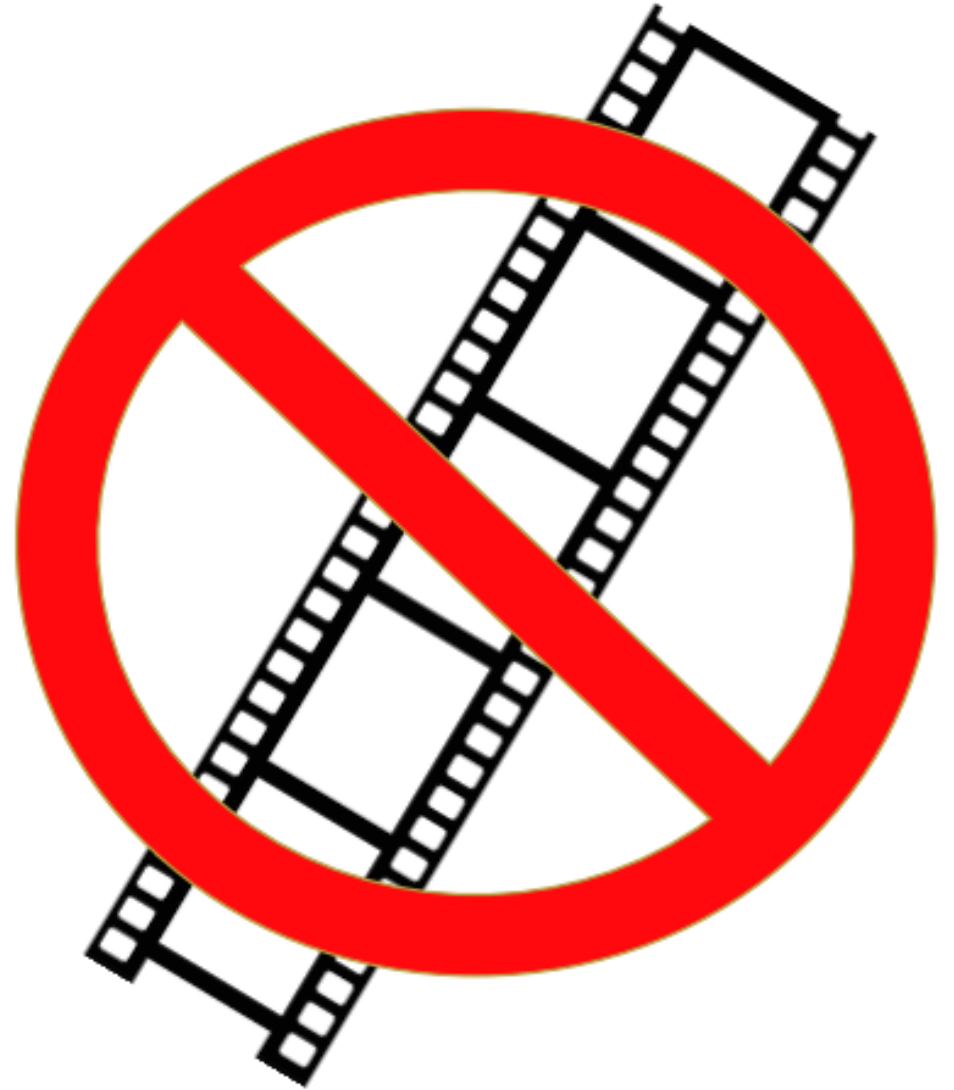
uwaterloo.ca/career-development



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**We will stop the recording for
the Q&A Portion**



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QUESTIONS?

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YOU+WATERLOO

Our greatest impact happens together.