WELCOME! PLEASE INTRODUCE YOURSELF.

Name, Program/Faculty, and something you are enjoying this Fall term!

(e.g. hobby, TV show you love, extracurricular activity, food dish, etc.)

HOW TO INTERVIEW EFFECTIVELY

Facilitator: Candice Chen (she/her)
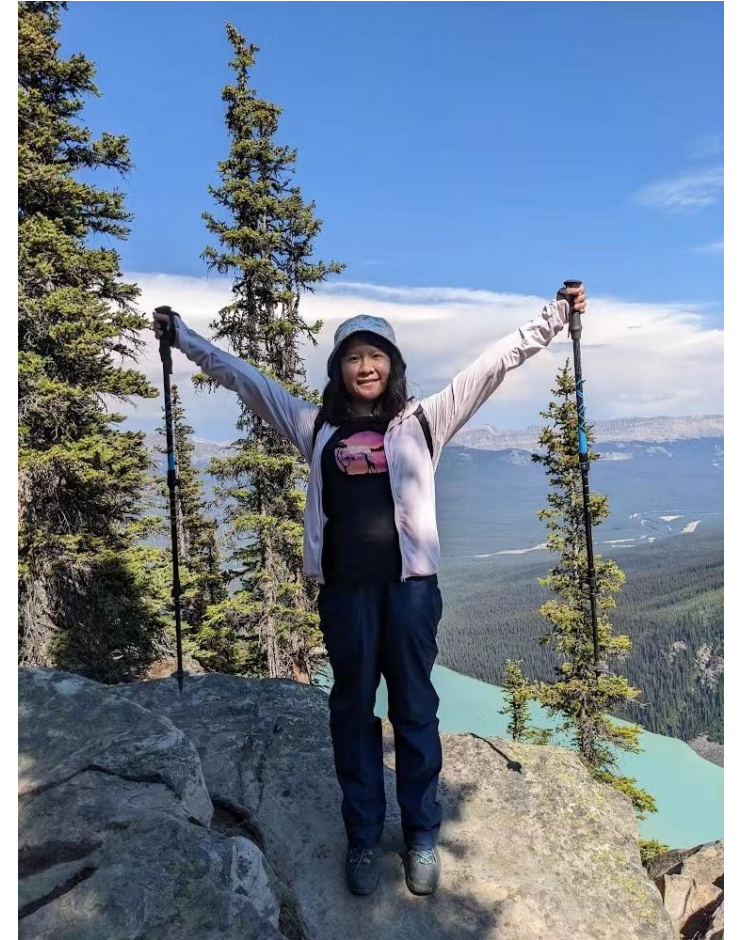
Career Leader, Centre for Career Development

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Workshop Facilitator

Candice(Yixin) Chen (she/her)

- Career Leader, Workshop Facilitator @ Centre for Career Development

- PhD Candidate, Department of GEM

- linkedin.com/in/candice-yixin-chen-phd

Territorial Acknowledgement

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Attawandaron, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

> **Jaris Swidrovich (wapiska kiniw)**
> @JarisSwidrovich
>
> Imagine my family overtaking your house, summoning you into one room in the basement for the rest of your life, then 155 years later respectfully acknowledging that it is your house and not ours while not changing anything.
>
> This is what land acknowledgements feel like. #LandBack
>
> 11:14 AM · 2022-06-24 from Saskatoon, Saskatchewan ·

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Territorial Acknowledgement

National Day for Truth and Reconciliation

Jump to: <u>2024 Events</u> | <u>Why we wear Orange</u> | <u>Status Update on the 94 Calls to Action</u> | <u>Resources</u>

<u>Register through the Office of Indigenous Relations events and resources</u> page

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Let's make this a safer space

Listen and learn from each other with respect

Participate in a way that works for you!

Make no assumptions

Remain respectful of others – we do not tolerate harmful behaviour in this space

LEARNING GOALS

By the end of this workshop, we will cover:

1. How to prepare for an interview, including self-care practices to manage stress and anxiety

2. Translate academic language to industry language Apply strategies for answering interview questions

3. Evaluate the effectiveness of responses to interview questions

PREPARING FOR THE INTERVIEW

Preparing for the Interview

1. Based on your reflection of your values, experiences, skills, and career goals, go into the interview with **5 things you want them to know about you**

2. Demonstrate your **enthusiasm** & knowledge for the role/employer

3. Treat the interview like **a conversation**, not an exam

Know Yourself

Reflect on what you want them to know about you + your resume:

❖ What kinds of problems are you good at solving?

❖ What personal strengths & skills are most relevant to the work you want?

❖ Which of your experiences SHOW you can do the job?

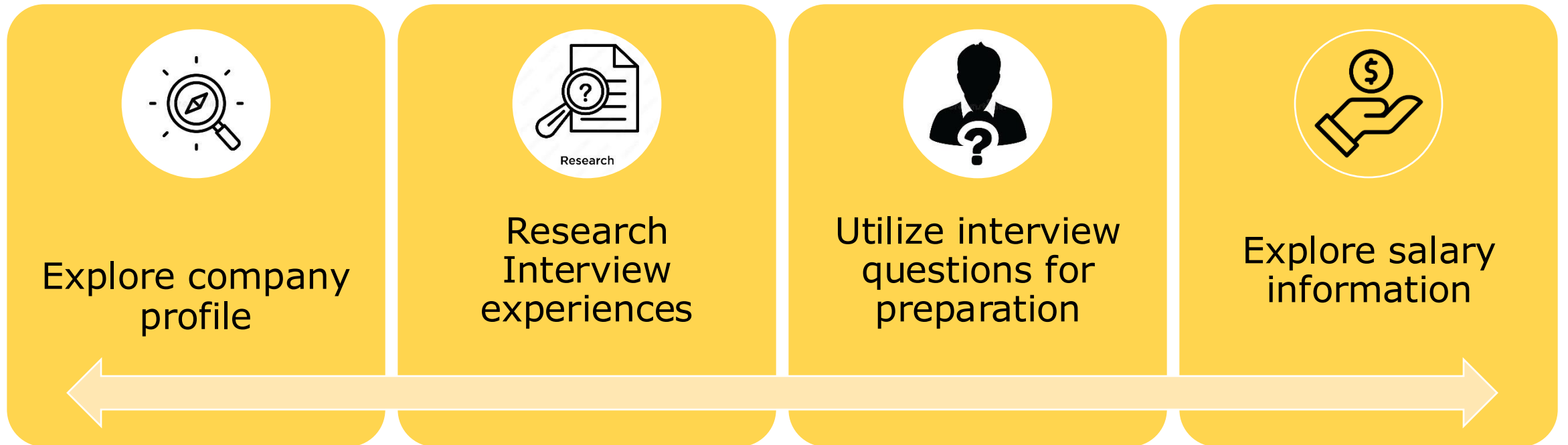❖ What values are you committed to in your current and future work?

GOALS

Values…
Interests…
Personality…
Skills…

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Know the Company & the Role

informational INTERVIEWS

Google News

glassdoor

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Interview preparation with Glassdoor

Glassdoor is a valuable resource for interview preparation, providing insights into company reviews, interview experiences, salary information, and more.
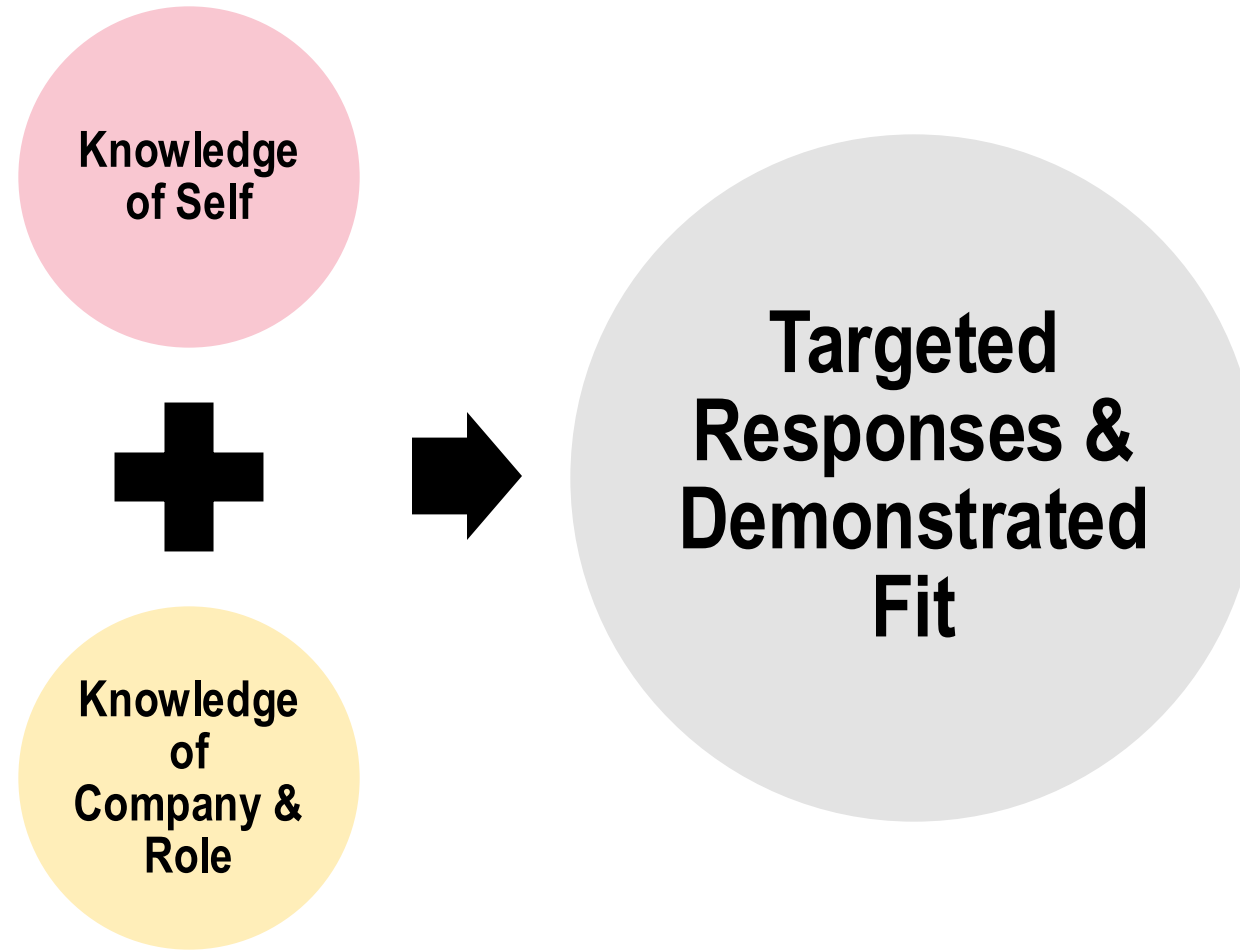

Explore company profile

Research Interview experiences

Utilize interview questions for preparation

Explore salary information

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Things to Remember!

- Remember that while Glassdoor/ LinkedIn is a helpful tool, it's essential to take the information with a grain of salt.

- Opinions and experiences can vary, so use the platform as a reference point.

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Bringing it all together...

Knowledge of Self

+

Knowledge of Company & Role

→

Targeted Responses & Demonstrated Fit

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Know Interview Details

If information is not provided, it's acceptable to ask about the format of the interview

❖ How many people will interview you? Who are they?

❖ Will the interview be 20 minutes or an hour?

❖ Will there be a technical component?

Knowing this information can help relieve anxiety and reduce surprises!
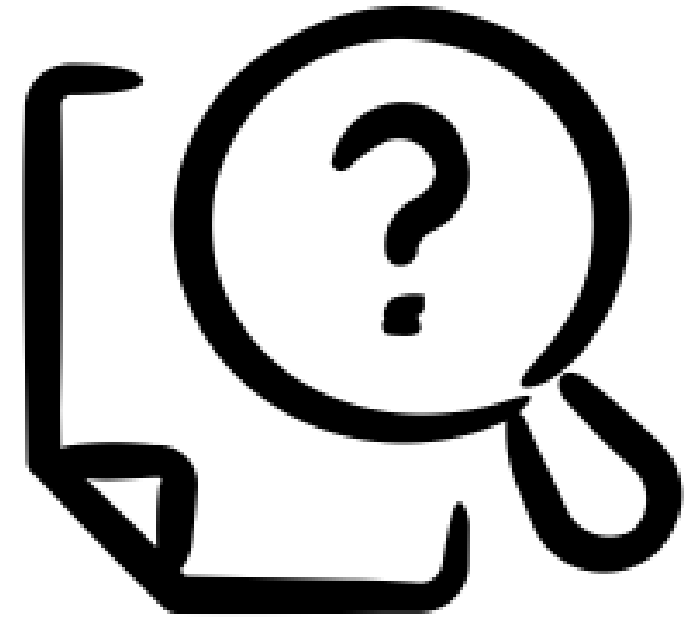
TRANSLATING ACADEMIC EXPERIENCE TO INDUSTRY

Know Your Audience

"If we take the degree as a job, then we need to learn how to articulate our time in the degree as time spent *working at a job*."
          - Erin Wunker, "Articulating Academic Work Experience in a Non-Academic World," *Hook & Eye*

General Tips for Discussing Degree

❖ Avoid downplaying or hiding your graduate degree

❖ Know how to articulate your research and degree to employers, use it as leverage

❖ Frame your experience according to skills (but sometimes knowledge, if relevant)

❖ Do not underestimate roles such as teaching or grant writing
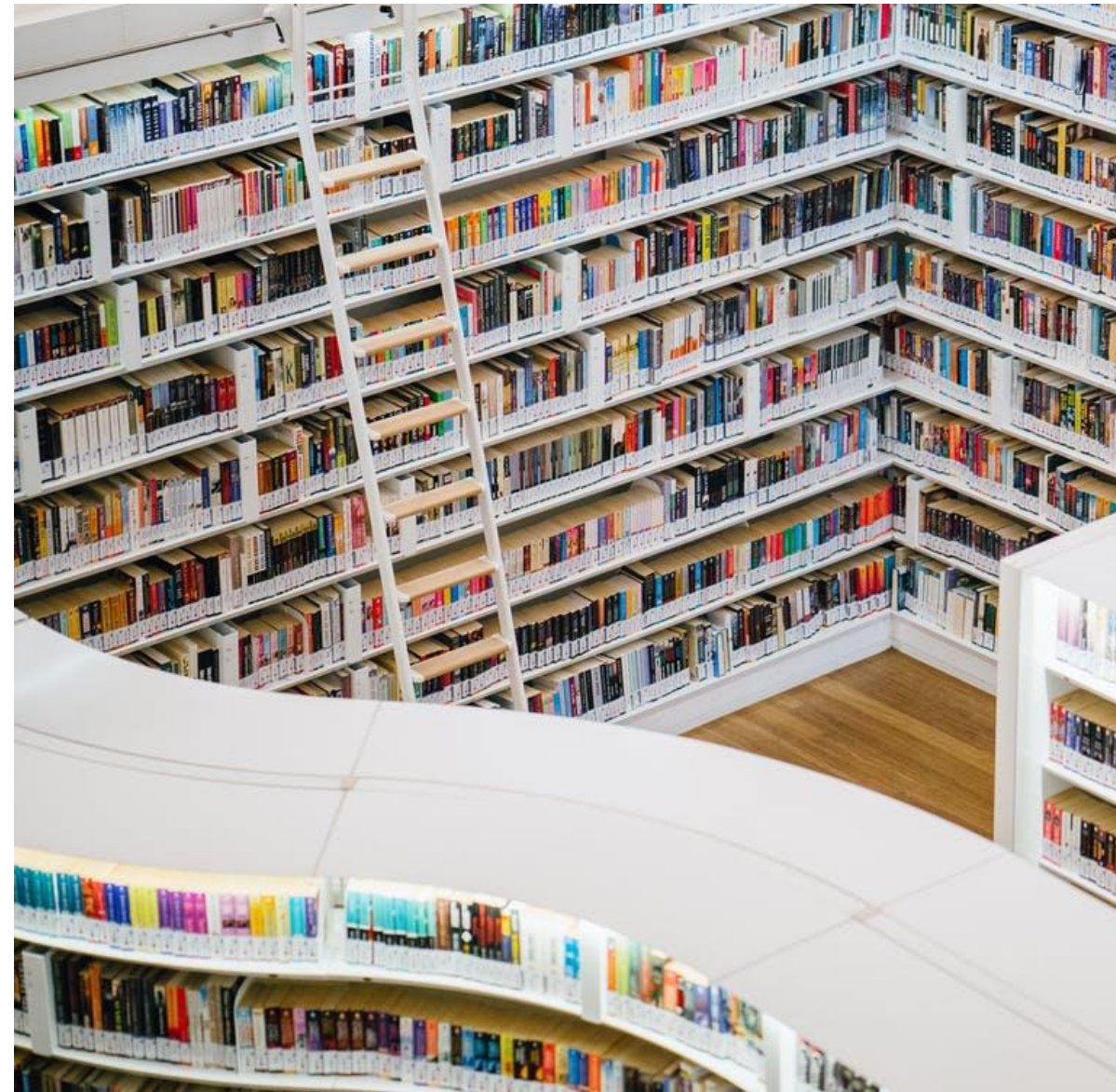
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2 MINUTE BREAK

Activities in this Section: Responding to Interview Scenarios

Throughout this section, I will be sharing scenarios of interviews. With each scenario, I would like you to:

1. Identify a problem within the scenario (there might be more than one, but focus on one problem)

2. Provide how you might change the scenario so that the interview goes better

3. Share your response in the chat

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THE DIFFERENT TYPES OF QUESTIONS

Classic

Behavioural

Situational

Skill
Testing/Problem
Solving

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SCENARIO 1: INTRODUCTORY QUESTIONS

Scenario 1: Answering Introductory Questions

Bel Kim (they/them) is being interviewed for a Customer Solutions role for a local start-up. The first question the interviewers ask Bel is "Tell us a little about yourself." Bel shares that they are a MA student in X program, that they grew up in Winnipeg, they really enjoy playing role playing video games in their spare time. They conclude with "yeah, that's me!"

Identify a problem and offer a solution that would prevent or mitigate this problem

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Model for "Tell me about yourself?"

❖ P = profile

❖ A = academic

❖ W = work or volunteer

❖ S = skills

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SCENARIO 2: TELL ME ABOUT A TIME WHEN...

Scenario 2: Tell me about a time when...

Halfway through the interview, Maria (she/her) is asked, "Tell me about a time you experienced a conflict with a colleague and how did you resolve the situation."

Maria was caught off guard; despite knowing that she might be asked this question, she never really thought she experienced any *major* conflict. Sure, some disagreements here or there but nothing she would classify as "conflict." So, she chooses to share this info:

She tells the interviewer that she hasn't had any major conflicts since she ensures that everything is clearly communicated and that any disagreements are handled amicably.
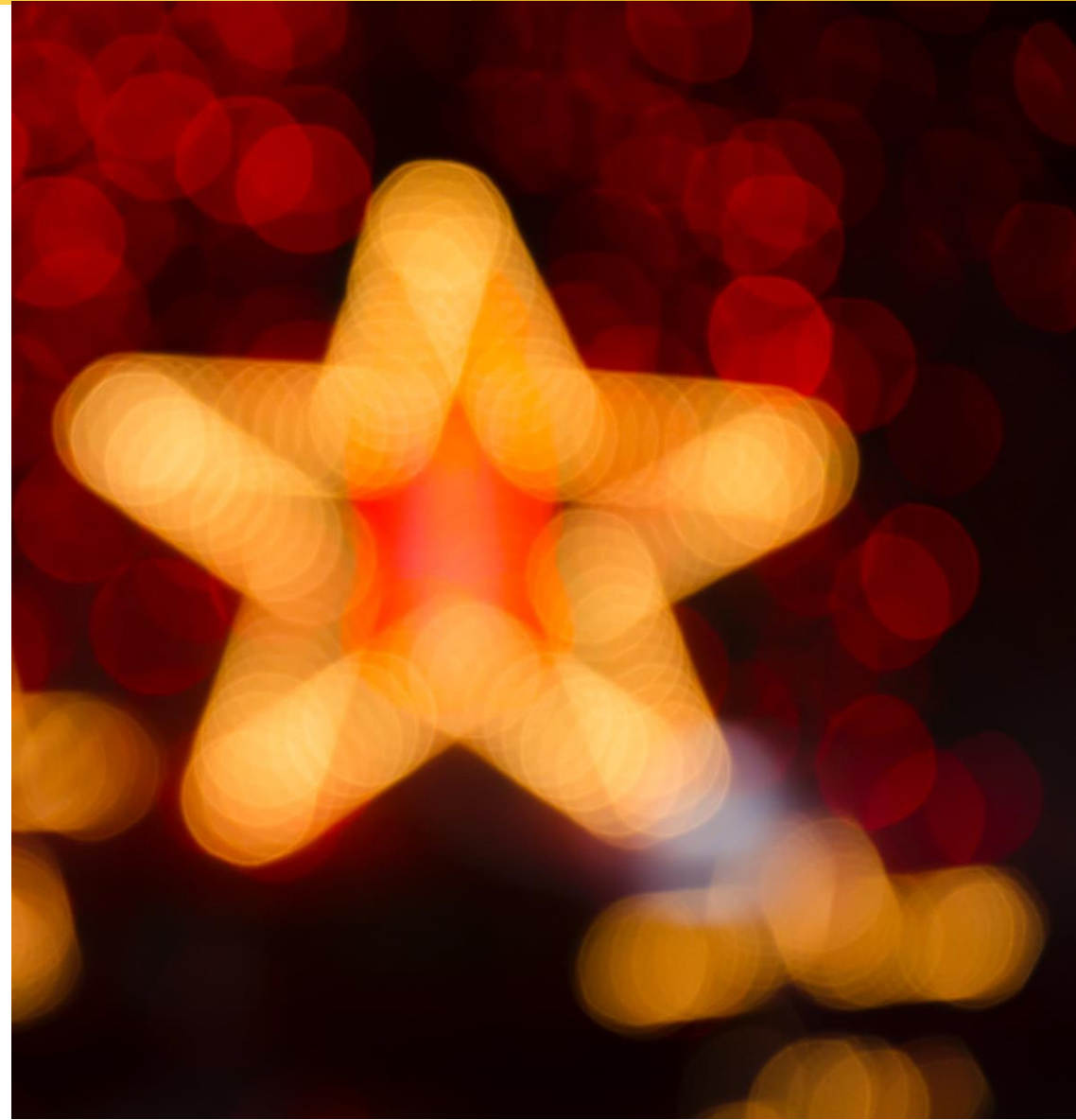
Identify a problem and offer a solution that would prevent or mitigate this problem

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BEHAVIOURAL QUESTIONS

STAR Approach

- **S**ituation (provide brief background/context)

- **T**ask (describe what you needed to do)

- **A**ction (explain what you did and how, highlighting skills)

- **R**esult (describe positive outcome)

An example of how to use the STAR model

(Situation and Task) When I worked at ABC Company, I was assigned a task to collaborate with a colleague in the marketing team to finish a web page design. Unfortunately, his deadline expectations were unrealistic for me.

(Action) So, I invited him to get together for lunch. I ask him about what his team's needs and their timeline. I repeated what I heard to make sure I understood what he said. Then, I walked him through the steps that I need to take to ensure the project was done accurately and how much time it takes me to complete each step.

(Result) Once we had the chance to learn about each other's processes, we had a much better understanding of the timeframes that were realistic. We agreed on a doable timeframe that would help us both meet our goals.

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SCENARIO 3: THE SALARY QUESTION

Scenario 3: The Salary Question

Bugs (he/him) is in an interview for a Data Scientist position. The interview is going well, and he's feeling confident. Near the end of the interview, Bugs is asked, "What are your salary expectations?"

This catches Bugs off guard. The salary wasn't posted on the job ad, and he wasn't sure what a typical salary looks like for this role. He had an idea of what his preferred salary was, so he responded with a specific number. "Okay," says the employer. "That's much higher than we were expecting," and then continued with the next question.

A week later, Bugs heard back from the employer. He did not get the job, and one of the feedback mentioned that his salary expectations were too high, and they could not meet those expectations.

> Identify a problem and offer a solution that would prevent or mitigate this problem

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OTHER QUESTIONS

Situational/hypothetical questions

Actual (hypothetical) situation from job

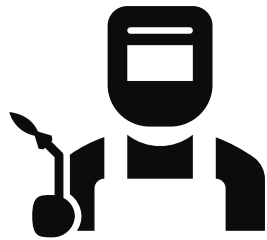Can be very general to very specific

Typical questions begin with:

What would you do if…
Describe how you would…
What approach would you take…

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Skill Testing and Problem Solving

Skill testing

Technical questions

Hands-on (e.g., Computer)

Problem solving

Written or spoken

Demonstrate structured thinking

Show your process (the right answer may not matter)

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Illegal Questions Employer's Cannot Ask You

Illegal Questions in Canada for Employers to ask:

- age, sexual orientation, gender, religion, marital status and family status, financial situation, disability, race, place of origin, or ethnic origin

If asked, here are some options:

- Assess what the concern is, address the concern without answering the question: "Are you asking if X will affect my job performance? I assure you it will not."

- Or deflect: "X will not interfere with the job or affect job performance, could you explain how it is linked to job performance?

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WRAPPING UP AN INTERVIEW: ADDING INFO & ASKING QUESTIONS

When asked if you have any questions, consider:

- ❖ What do you need to know to help you make an informed decision?

- ❖ What values are important to you and that you'd like to know the employer shares or is committed to?

- ❖ What gaps about the role or workplace have not yet been addressed?

- ❖ Any logistics you'd like to know about the role?

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ACADEMIC CAREER CONFERENCE 2024

OCT 16-17

The Academic Career Conference provides lightning talks and discussion panels to help graduate students and Postdocs prepare for an academic career.

This year, it will focus on the theme "Inclusion in academic contexts: showing up as you in academia". Join us to discuss how to foster more inclusive academic spaces.

REGISTER HERE

TIME
9:30 a.m. – 12 p.m.

WHERE
TC 2218 (Oct 16)
Online (Oct 17)

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Any Questions?