

MSGC 2022 Summer Internship Webinar 3 Interviewing

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Objective

Why are we including this as part of our webinar series?

We want students to

- Be prepare for a successful interview,
- Practice interviewing effectively, and
- Be intentional during the interview process.

How Important is the Interview?

A short interview may count as much or more than your previous experiences and years in school combined.

Companies can evaluate the candidates work experience in detail

Introduce the candidate to the organization (you are also interviewing them)

Assess the candidates technical and career skills

Assess is the candidate a good fit with the organization and the position: personality and character traits

Define the position and company's expectations: schedule, duties, daily life in the position, leadership

Institutional Preparation

Website

- Review website and any written materials about the position, program or organization before the interview.

Mission

- Be prepared to speak intelligently about the program or organization. Look at their mission/value statement. You may need to do some research.

Who

- Note the names and titles of those with whom you may be interviewing and those in leadership roles.

Questions

- Prepare questions about the organization or position – do NOT ask questions that can be answered by looking at the website.

Personal Preparation



Review your resume, and other applicable materials: application and cover letter, research statement



Appear interested in the organization and position.



Prepare for potential questions to the best of your ability

accomplishments, strengths, weaknesses, and any deficiencies (areas of improvement).



Be able to tell interviewers about yourself clearly and briefly: don't ramble.



Be able to explain why you are interested in the position & organization.



Be able to briefly describe your future academic and/or career plans.

Practice



- **Maturity:** college is where you hone this aspect.
- **Introducing yourself** – smile, voice, title, handshake.
- Practice your **nonverbal behaviors:** eye contact, facial expressions, tone of voice
- Practice your questions about the position/company.
- Practice **general talking items:**
 - What do people do here for fun?
 - Do people ride their bikes to work?
 - Look at their website/area for general talking points: new building, recreational options, downtown area, restaurants, local events.
 - Shows interest in more than just the position.



HELLO. MY NAME IS INIGO MONTOYA.
YOU KILLED MY FATHER. PREPARE TO DIE.

INIGO'S GUIDE TO NETWORKING SUCCESS

1. POLITE GREETING
2. NAME
3. RELEVANT PERSONAL LINK
4. MANAGE EXPECTATIONS



Practice

- Practice with **friends and family**
- Ask for **constructive criticism** & **incorporate** the feedback
- Practice **clothing options**. Does your shirt come untucked with you sit down? Are these shoulder pads too thick?

Let's chat about appearance.





Personal Appearance

- Clothing can **impact the impression** of others and how they are treated.
- Someone's clothing choices **can affect their own self-perception**.
- Everything worn should be:
 - ✓ Clean
 - ✓ Pressed or at least not wrinkled
 - ✓ Free of rips, stains and pet hair
 - ✓ Fit properly
- **YOU should be clean**. Good hygiene Hair: well groomed hair. Nails: trimmed nails
- **NO earbuds or headphones**.

Personal Appearance

Men

- Neutral colored suit, or pants
- Non-distracting shirt
- Non-distracting tie (if you wear one)
- Socks? You can have *some* fun here with socks.
- Non-distracting, simple dress shoes
- Limited jewelry and accessories (hats)
- Limited cologne

Women

- Neutral colored pantsuit, or skirt. Skirt should be at knee or below.
- Non-distracting shirt
- Non-distracting scarf (if you wear one)
- Hosiery – stick to the basics.
- Non-distracting, simple closed-toe shoes. Heels should be conservative in height.
- Limited jewelry and accessories (tiara)
- Limited perfume, makeup, nail polish
- No false eyelashes

Personal Appearance

Tattoos – there is a time and place for tattoos, the world is changing. With that in mind, perhaps your interview isn't the time to showcase your art.

Women have more clothing options than men in general.

Practice posture

Sloppy, unprofessional appearance may indicate a sloppy and unprofessional job performance.

You want to be perceived as capable, competent, and dependable.

The interviewer should not remember your attire, they should remember your interest in the position.

Personal Appearance

How to find appropriate clothing and shoes? “I’m broke!”

- **Goodwill/Thrift shops:** Try to avoid dry clean only
- Ask your parents/grandparents for a **nice shirt and pants/skirt for your birthday or Christmas**. Not as fun but practical.
- Ask your **Career Center** (or equivalent) on your campus if they have any programs that loan students clothes.
- Look in **discount stores: Ross, TJMaxx**, etc.
- **Awkward fit?** Ask if friends/family knows how to sew/tailor. Don't give clothes to be given back. Set up time for them to do it, ask them to show you.
- **Wrinkled? Downey Spray.**



Types of Interviews

In person – discussing a lot of details here.

Phone

- Find a quiet place with a clear connection.

Web

- Find a quiet place with a good connection.
- Place webcam (laptop) at eye level.
- Have good lighting facing you.
- Can use discrete headphones for better hearing clarity.
- No distracting backgrounds, clear wall or use a back filter.

Before the Interview

- Get enough sleep and eat a good meal.
- Reminder: review your resume & application materials.
- Practice elevator speech.
- Are there any parking restrictions or permits needed?
- Do you need to look up a map of the organization if they have more than one building?
- Confirm your interview time and location one day prior.
- Give yourself MORE than enough time to make it there.
- Arrive early to the location. Parking lot: 15 mins, office 5-7 mins.
- Unexpected situation, traffic jam? Make sure you have contact information to call and let them know. Responsible & flexible.

when your alarm goes off in the morning and you think to yourself "do I really need this job" 🤔😓



During the Interview

- ✓ Come in and depart with confidence.
- ✓ If able, write down names/get cards so you can address them later.*
- ✓ Try to pronounce names correctly. Ask to repeat if necessary.
- ✓ Sit up straight and make eye contact with speaking with interviewers.
- ✓ Be sure to answer the questions, loop back if you start to get off track.
- ✓ Keep hands still and away from your face/hair. Looks nervous.
- ✓ Mind manners while eating and avoid alcohol.
- ✓ Turn off your cell phone!
- ✓ Be calm and SMILE!

After the Interview

Send thank you emails to each committee member that interviewed you.

- Within the next 24 hours.
- Thank them for their time and consideration of the position.
- Let them know they can contact you if they needed any clarification.
- Don't be offended if they don't email you back. There may be a protocol. Doesn't mean you didn't get it the position.
- If you do get a response, it doesn't mean you DID get the position.
- Check grammar, don't get in a hurry.
- Use a professional email (from your resume).

Take a deep breath and think about what went well and what you could improve on.



Answering Questions

Often people ramble and don't get the question answered. The questions they answer are important, or they wouldn't ask them.

STAR Method is a structured method to respond to a behavioral-based interview question that help you tell a story with purpose.

- **Situation** – describe the situation or a brief explanation of the example
- **Task** – explain the goal that you were working towards
- **Action** – describe the strategy you developed to solve the problem. What steps did you do to accomplish the goal?
- **Result** – describe the outcome of your actions. Basically, what happened? Include what you learned, include technical and career skills



Answering Questions

Let's see a STAR answer in practice.

Chris: Interviewer

Angela: Interviewee

Example Questions You Can Ask

- What does a typical day look like?
- What are the goals for someone in this position?
- What is the top priority for someone in this position over the next 2-3 months?
- How would you describe the culture of the organization?
- What is the procedure for conflict resolution?
- What projects are you excited about working on?
- What type of technology does this position work the most with?
- How does your position interact with this position?
- What is the group dynamic at this organization?
- How do you approach projects with regards to management?

Looking Back and Forward

We will have one more webinar left:

- ✓ Networking & Final Report
- ✓ STEM Resumes
- ✓ Interviewing
 - ❖ MSGC is willing to do a mock interview with you if you would like! Send to msgc@montana.edu

Tentative Schedule:

- ☐ Graduate School Planning: 8/12/22, 11am



Thank You!

➤ Remember to record this hour towards your research time

Questions for us?