

Step One: What is interviewing really all about?

Monday, August 1

1 – 2:30 p.m.

Success Steps for Interviewing

CAL STATE LA CAREER CENTER

SKILLS WE ARE GOING TO FLEX TODAY

- **Critical thinking** – think about the how's / why's of preparing for an interview
- **Active listening and storytelling** – share and learn from each others' interview experiences
- **Self-confidence** – gain knowledge, reflect on experiences, and co-construct meaning of professionalism together

I'M GOING TO LET YOU IN ON A LITTLE SECRET...



- If you are invited to an interview, this means you **already** meet the basic qualifications of the job
- HR is taking time out of their schedule to interview you, because they are hoping that **you** will be the person to fill the position

So how do we show them that you are the right fit for the job?

And how do we use the interview to find out if this is the right opportunity for you?



STARTING THE INTERVIEW

Introductory Stage

- Greet interviewer(s), exchange of pleasantries, first impressions established, interviewer may give brief outline of interview
- In-person: greet & be polite to everyone you encounter (i.e. receptionist, janitor, passerby's, etc.)

Information from interviewer to candidate

- Interviewer MAY provide you with more information concerning the position and/or company, but not guaranteed

MIDDLE OF THE INTERVIEW

Questions from interviewer to candidate

- Majority of interview time; variety of interview type questions asked to evaluate your qualifications, get to know you and assess your fit for the position

Opportunity for you as interviewee to ask questions

- Asking relevant (most likely prepared) questions concerning the company and/or job position
- Interviewers expect questions, having none may show to employer lack of interest or little preparation

WRAPPING UP THE INTERVIEW

Conclusion

Thank the interviewer for their time and consideration; receive information on what the next steps are in the hiring process (if not already explained)

Follow-Up

Send a follow-up message if it's past the deadline the employer informed they would have a final decision by



What should you do to **prepare** for an interview?

STEPS TO PREPARE



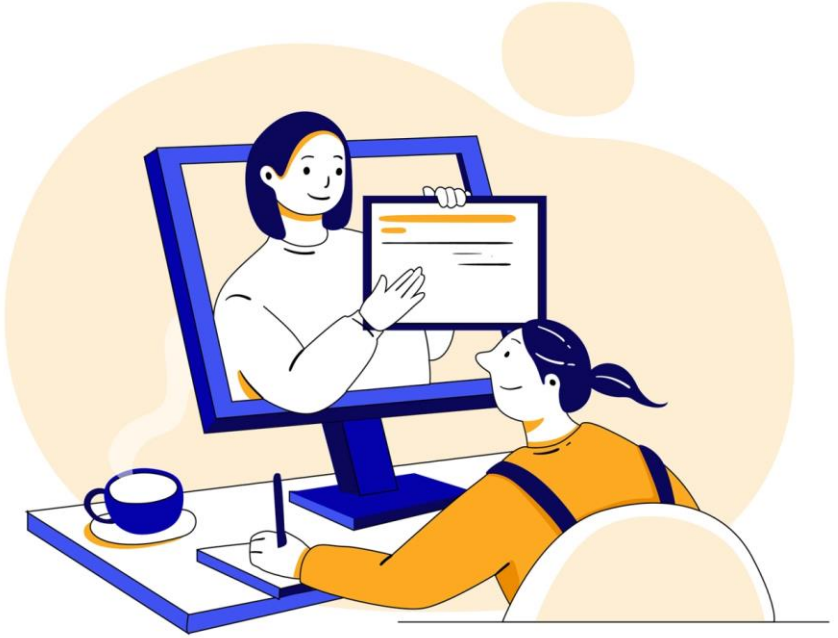
- Step #1: Be an expert on the job description
- How can we do this? → Take a screenshot before the job gets taken down
- Why do we do this? → To make our answers relevant to the position

STEPS TO PREPARE



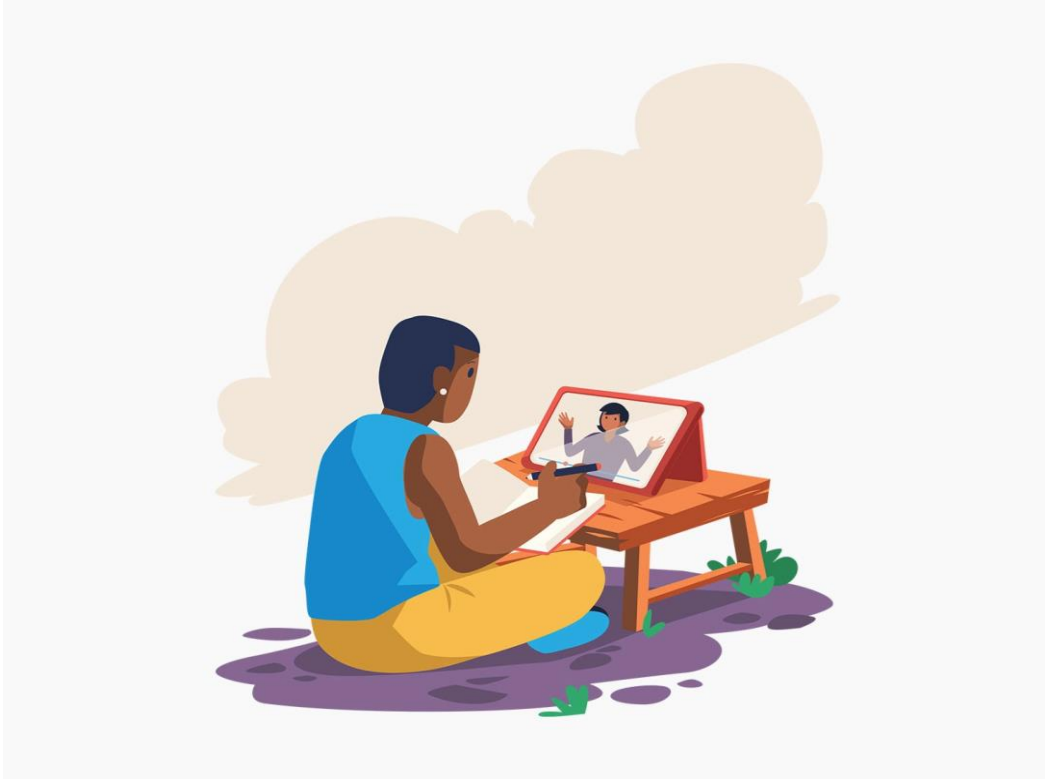
- Step #2: Research the company
- How can we do this? → Company's website, LinkedIn, Glassdoor
- Why do we do this? → You will be asked "Why are you interested in this company?". You may also find out info about their hiring/interviewing practices

STEPS TO PREPARE



- Step #3: Anticipate questions they'll ask
- How can we do this? → Big Interview (provided by Career Center), Glassdoor, Review job description, Talk to people in industry, Visit Career Center
- Why do we do this? → Start brainstorming examples. Categorize skills or experiences. Outline points on notecards.

STEPS TO PREPARE



- Step #4: Find out who's interviewing you
- How can we do this? → Ask when you are invited to interview, or when you confirm the interview date/time
- Why do we do this? → Helps you prepare for the interview, also lets you know who to send your thank you letter to!

STEPS TO PREPARE



- Step #5:

  Test your equipment and space (if virtual)

  Pick out your outfit. Determine directions and travel time. (if in-person)

Common Types of Interviews

- Telephone
- Video (one-way and two-way)
- One-on-One
- Sequential (1st, 2nd, 3rd…)
- Series (multiple, same-day)
- Panel
- Group



How can you make a **great first impression** and connect with your interviewers?



DRESS PROFESSIONALLY

Business Formal



Business Casual



Smart Casual



SMILE AND USE ACTIVE LISTENING

- How can we show this in a virtual setting? Or a phone call?
- Restate the question in your answer
- Take a moment to gather your thoughts before answering
- Make sure to hit all sections of the question. It's okay to ask for clarification

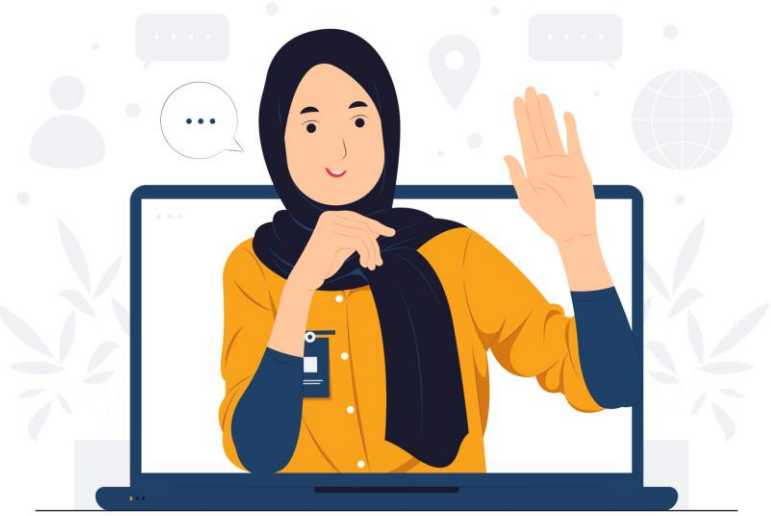
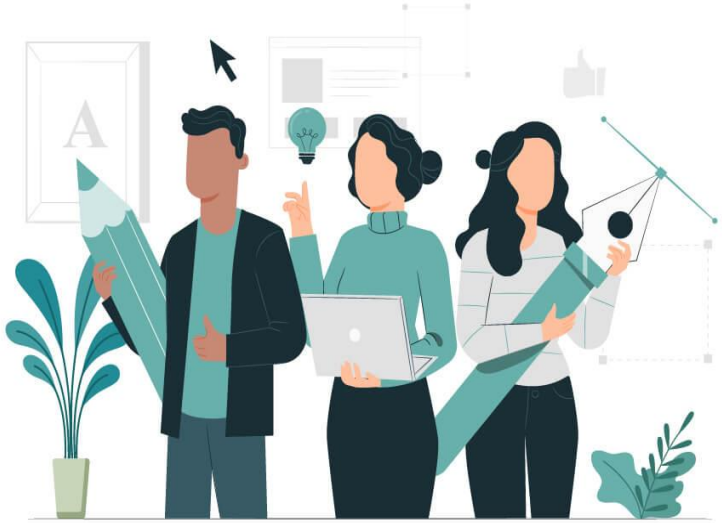


EXHIBIT PROFESSIONAL BODY LANGUAGE

- What does this look like for you?
- How can we show this in-person? In a virtual setting? Or a phone call?



BE CONFIDENT AND ENTHUSIASTIC

- What does this look like to you?
- Consider your tone of voice, facial expressions, hand gestures, body language
- How does this differ in-person, virtual, or phone?



FOCUS YOUR ANSWERS ON THE NEEDS OF THE EMPLOYER

- Consider what the question is asking and why they are asking it
- Your objective is to find a job, their objective is to fill the position
- Make it easy for them to see why you are a good fit!

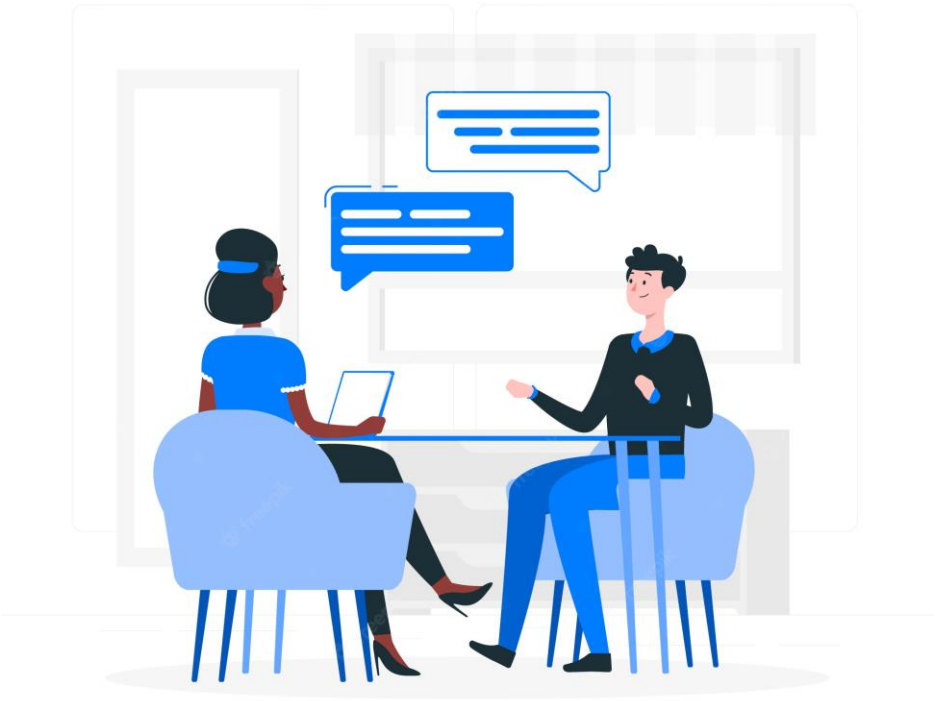


What should I bring to my interview?



WHAT TO HAVE WITH YOU IN YOUR INTERVIEW

- Copies of your résumé
- Portfolio or examples of your work
- Questions to ask interviewers
- Water
- Notebook





SO HOW DO I SHOW MYSELF AS A PROFESSIONAL?

AM I PROFESSIONAL ENOUGH?

COMMUNITY CULTURAL WEALTH

- Community Cultural Wealth, based on Tara Yosso's work in critical race theory, encourages the communication of motivations, passions and skills from the view of the rich cultural skills you've acquired.

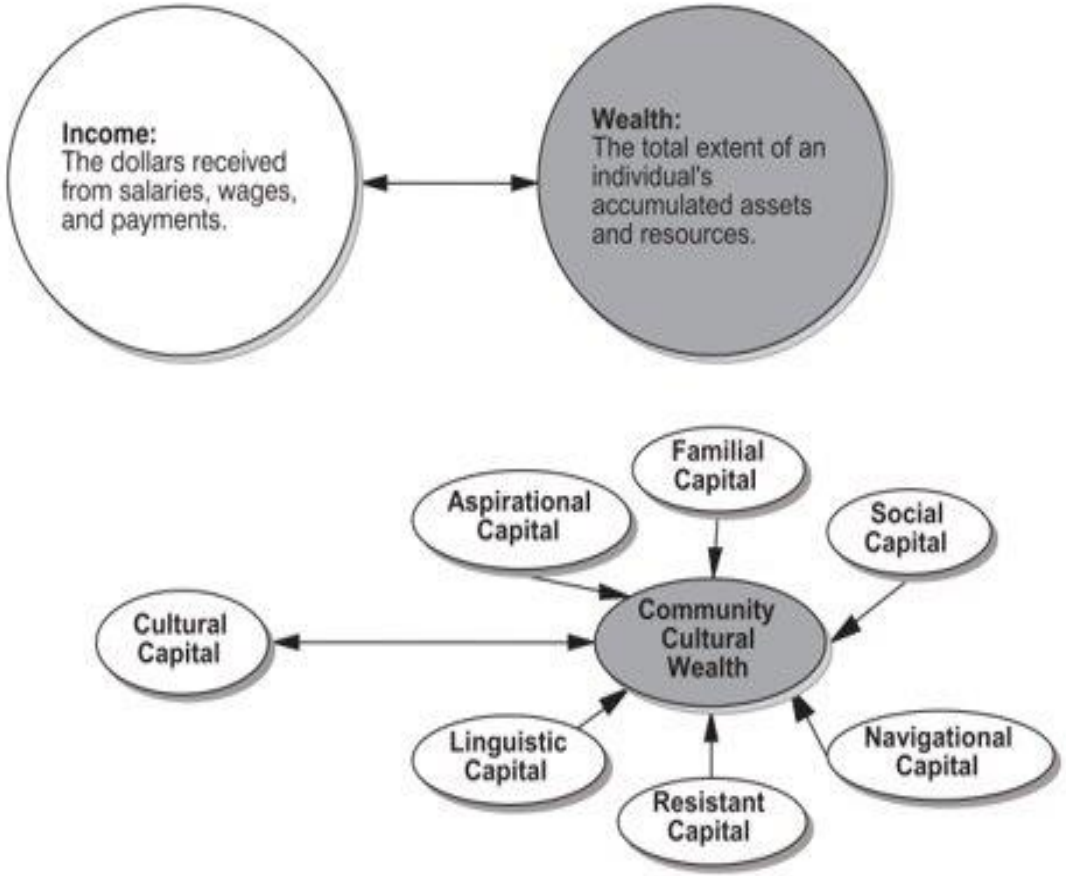


Figure 2. A model of community cultural wealth. Adapted from: Oliver & Shapiro, 1995

Familial "Growing up I was a part of a youth program that taught us standards that we should live by and how we should interact with one another. These standards instilled values in me such as integrity, respect, honesty, self-care, and valuing other people's cultures. I find myself applying these values every day in my interactions with friends, family, and in work spaces."
—Demetrius Rhodes, Assistant Director of Scholar Empowerment at Emerging Leaders

Social "Growing up I had a mentor in middle school who was the best program coordinator ever. He made all the kids feel included and welcomed. He treated us like we mattered and heard our voice. He taught us so much about life and lifted us up when we were down. I always aspired to be like him when I became a young man. Now that I'm older and work with both people in the community and youth, I find myself modeling the way he interacted with us to those around me. I was able to take valuable characteristics he displayed and apply them to my life; in doing so I am able to create healthy and meaningful relationships with others." —Demetrius Rhodes, Assistant Director of Scholar Empowerment at Emerging Leaders

Aspirational "I worked side-by-side with my dad at his job in the cucumber fields when I was 14 years old. Seeing how hard ...he worked to put food on the table, to send his two daughters to college, and support his family back in Mexico, it inspired me, motivated me, ignited something within me to work hard in school, and achieve the goal my mom and dad worked so hard for, which was seeing me graduate from college. Understanding family values/ethics has helped shape the strong, driven, hard-working person with a strong work ethic that I am today." —Cinthia Manuel, CEO & Founder of Autentica Consulting LLC

Linguistic "The use of sayings to share/pass down wisdom from our families and communities. My family shares wisdom and teaches me lessons through 'sayings' or as Spanish speakers called 'dichos'. These 'sayings' warn us of negative/positive outcomes, provide hope, make us think deeper, provide insights, and sometimes confirm the results of our decisions. I heard my grandparents, and parents use them. Now I find myself more often than not sharing the sayings with the younger generation."
— Cinthia Manuel, CEO & Founder of Autentica Consulting LLC

Navigational "I was a first-generation college student, similar to many of you. And I involved myself in clubs and organizations both on campus and within the larger community, I worked part-time to help pay rent, and utilized the writing center and counseling center while still being responsible for helping to support family back home. Being able to navigate all of these different spaces of responsibilities helped me to push forward and know that I was not alone. This ability to navigate the college system and be the first in my family to graduate can be attributed to a lot of social support from my community." —Amani Austin, Assistant Director of Data and Curriculum at Emerging Leaders

Resistant "Being a woman of color entering the Tech Industry, there are two disadvantages; 1) Being a woman and, 2) Being a person of color. There are little to almost no women of color in this space. Often, these women feel that they have to prove their worth in a way that others do not. The courageous act of engaging in this space is an example of resistance against social norms."
— Amani Austin, Assistant Director of Data and Curriculum at Emerging Leaders

COMMUNITY CULTURAL WEALTH

How did the values you grew up with shape your career goals? (family)

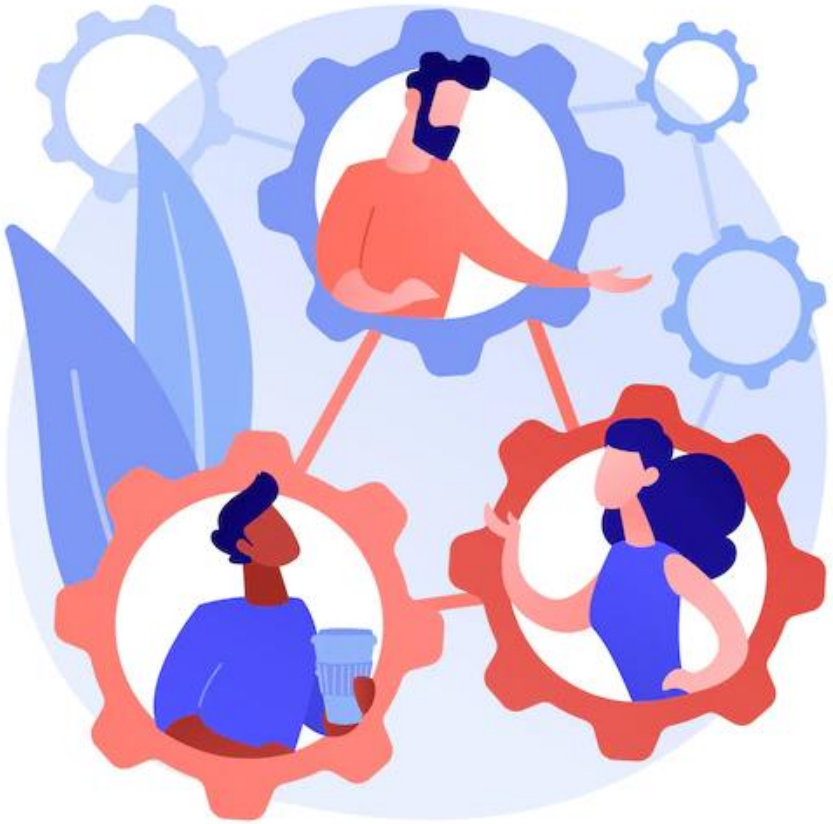
How have you used your voice in the past to advocate for yourself? (linguistic)

What are ways you have defined yourself or future differently than what others expect of you? (resistant)

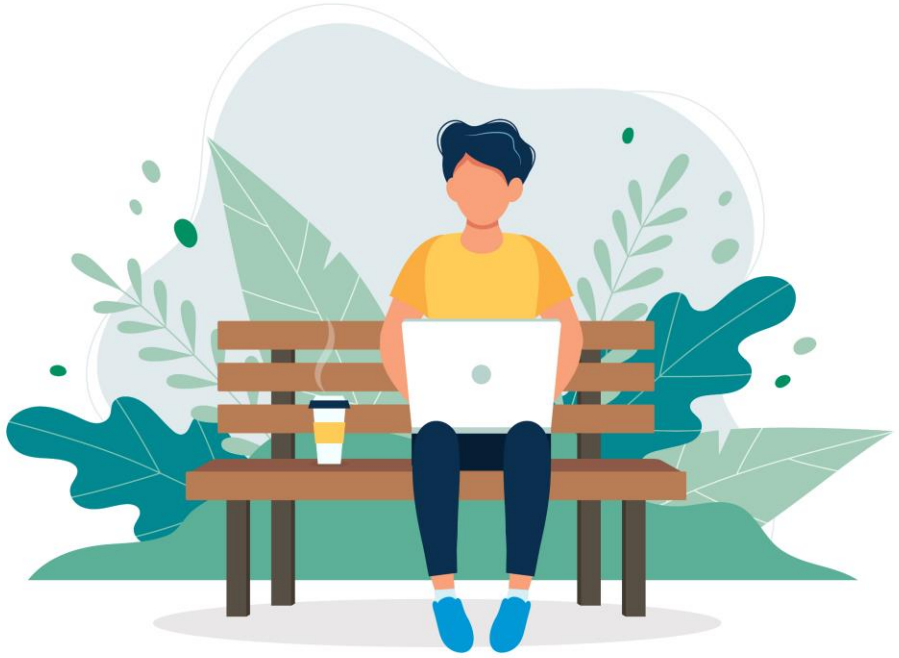
What ways have you practiced resiliency where you felt you did not belong? (navigational)

Who in your community can speak authentically about your qualities? (social)

When you think about your future self, who do you see? (aspirational)



Today: we thought critically, listened actively, and shared our stories to determine new and authentic ways of being professional



Tonight: create a Big Interview account to start exploring practice interview questions.

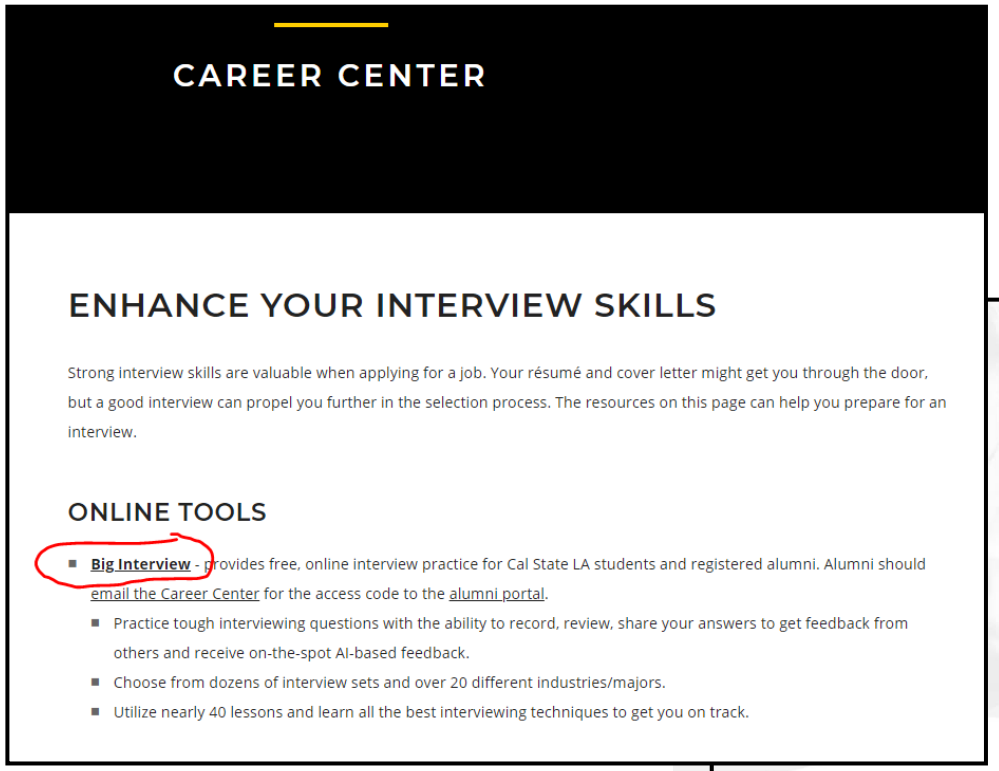
REVIEW

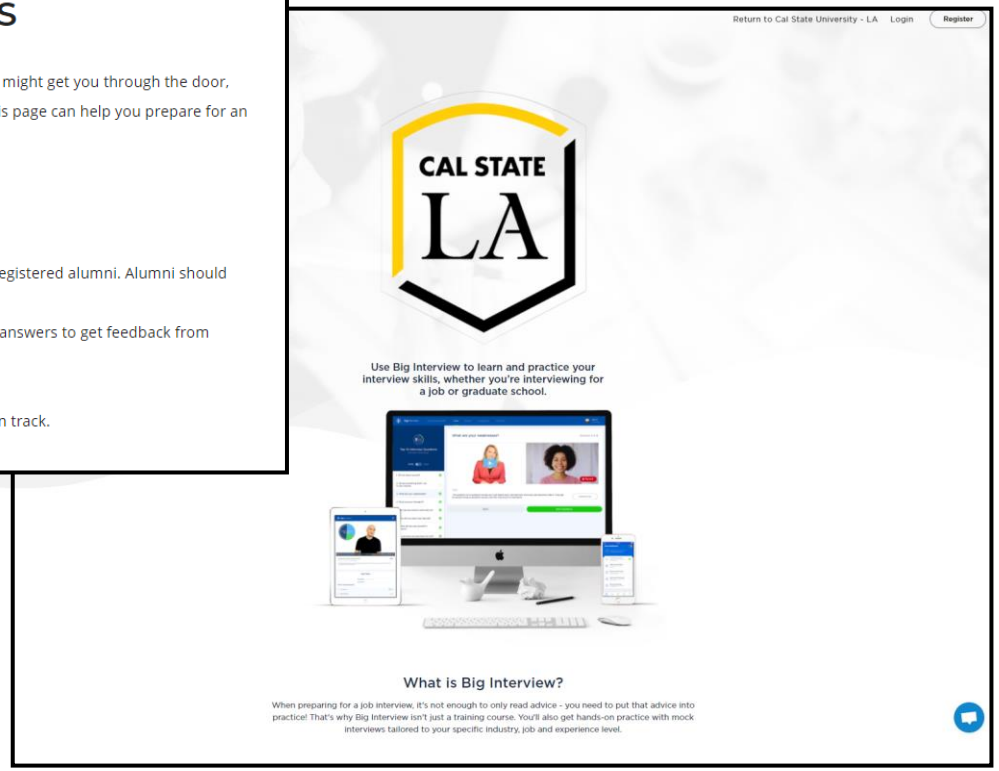
Big Interview Introduction

ASSIGNMENT

- ❑ Visit the Career Center's **Interview Skills** and create a Big Interview account!

- ❑ Starting tomorrow in the next Success Steps to Interviewing workshop, **Step Two: Tell Me About Yourself**, we'll discuss your experience creating your Big Interview account.







Next: review how to answer questions such as "Tell me about yourself."