Agenda

1 Icebreaker

2 Tips & tricks for conducting interviews
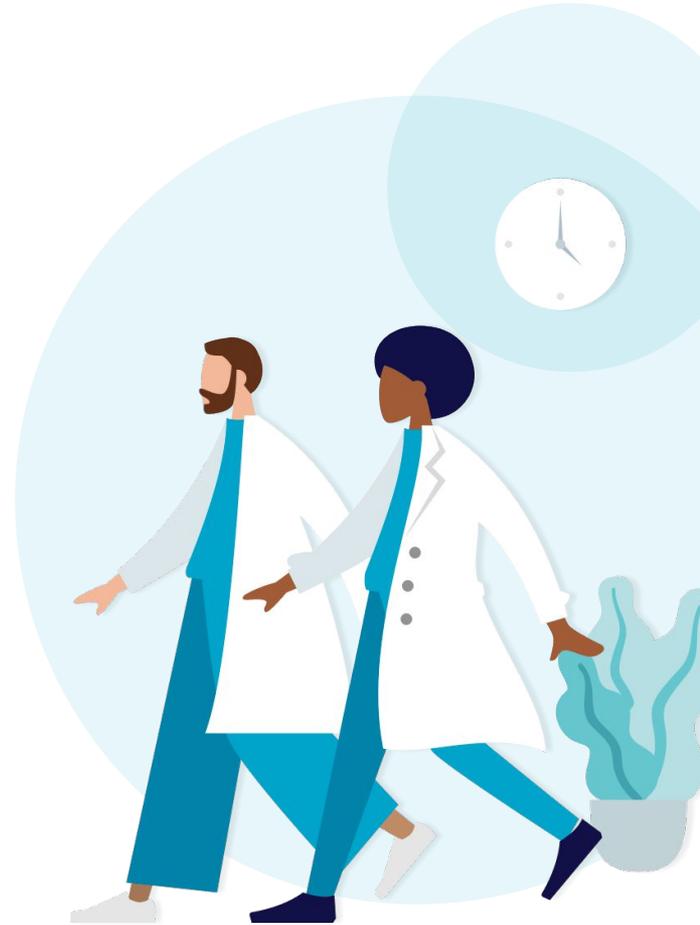
3 Mock interviews

4 Putting it all together

5 Reflection

What is something that you have accomplished in the past year?

TIPS & SUGGESTIONS

What do YOU think are the most important things to consider when preparing for an interview or being interviewed?

Submit short words or phrases here!

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Before the Interview

- **People**
  - Speak to people who have gone through a similar process or work in the position you're interviewing for
  - Do preliminary research on the company/organization
- **Preparation**
  - Don't memorize a script!
  - Have an outline and key words/ideas to mention
- **Practice**
  - Practice speaking about your responses more than writing them down
  - Try it in front of the mirror and in front of other people

During the Interview

- Bring copies of your résumé
- Dress for success!
- Offer a firm handshake
- Maintain eye contact
- Provide clear and concise stories and examples to support your answers

First Impressions Matter!

★ The STAR Approach

Situation: What was the challenge or problem?

Task: What were your roles and responsibilities?

Action: What actions did you take?

Result: What was the positive outcome?

*Learn: What did you learn from the experience?

STAR in Action

Tell me about a time you handled a team conflict.

When there are team conflicts or issues, I always try my best to step up as team leader. One time, when I was working on a team project, two of the team members got embroiled in an argument, both refusing to complete their assignments. They were both dissatisfied with their workloads, so I arranged a team meeting where we reallocated all the assignments among the team members. This made everyone happier and more productive, and our project was a success. I learned that communication and compassion are essential to being an effective leader and moderator.

After the Interview

- Within 48 hours, **send a thank-you note** to each person that interviewed you.
- Elements to consider include:
  - Show your appreciation
  - Highlight parts of the conversation that particularly interested you
  - Restate your relevant qualifications
  - Communicate your continued interest in the opportunity

COMMON INTERVIEW QUESTIONS

1 Tell me about yourself.

Present
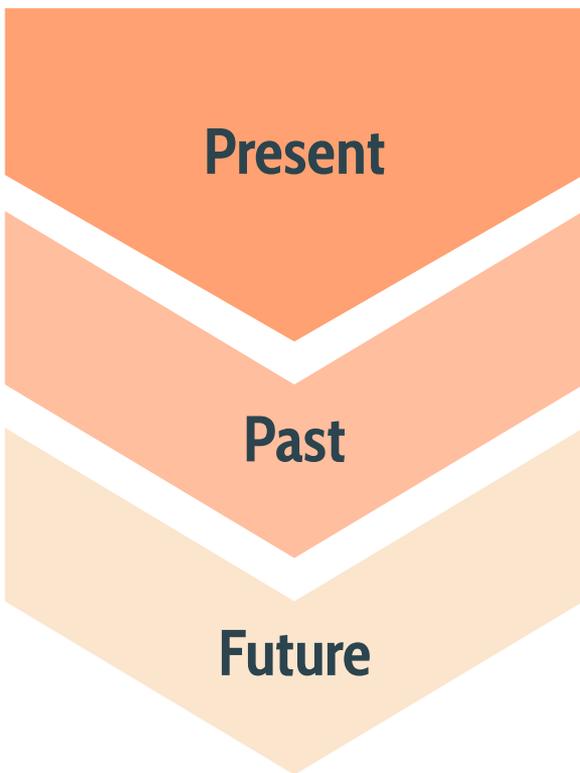
Past

Future

- Warm-up question – break the ice!
- Talk about your interests, passions, background and what makes you unique
- Showcase yourself in a way that's relevant to the role/company
- **Present-Past-Future** framework

2 # What are your strengths and weaknesses?

- Use **specific, personal examples** to illustrate your strengths
  - Common traits: flexible, open-minded, determined, collaborative, communicative
- Your "weakness" should allow you to show **self-improvement**

STAMP the circle with the best weakness:

I don't have any weaknesses.

I'm a perfectionist, everything I do has to be perfect.

I have trouble gauging how much time tasks will take me to finish.

3

Tell me about a time when you failed.

- **Take responsibility** for your failure
- Emphasize what you've learned
  - Show a clear growth curve—describe your failure and how you've improved from it
- Tell a clear, concise story

Putting it All Together

Imagine that you are Riley, a high school student interested in pursuing a career in STEM. Riley is an honor roll student and is actively involved in his school's Environmental Science Club. As the club's president, he has organized events for park cleanups, invited speakers from the Environmental Protection Agency, and led an initiative to ban styrofoam trays from the cafeteria. Riley is also the captain of his varsity lacrosse team.

Riley is applying for a STEM scholarship and is interviewing an alum of the program. Help Riley answer the question:

"What experience has been the most valuable to you?"
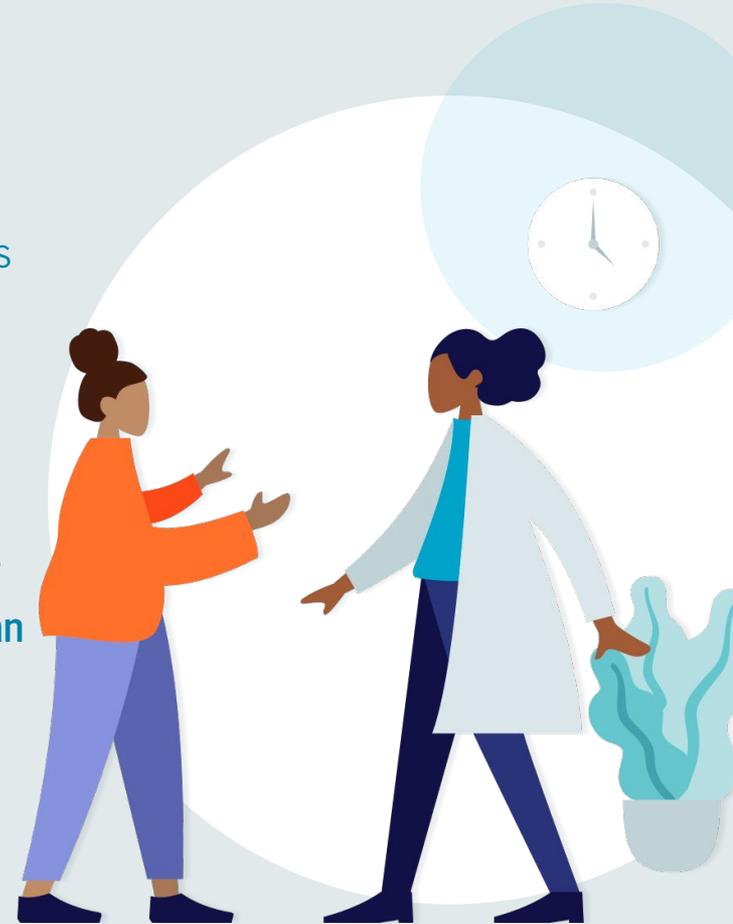
Reflection

How prepared do you feel about conducting an interview?

😄   🙁   😱

What else do you want to practice or learn for future interviews?