



Workshop: Interviews 101

Objectives	Resources
<ol style="list-style-type: none"> 1. Learn the fundamental tips and skills necessary for conducting an interview. 2. Become familiar with commonly asked interview questions and develop an approach for answering them. 3. Gain initial exposure to what it means to be a student going into STEM, or a STEM professional. 4. Practice creating individual responses for sample interview questions. 	<ul style="list-style-type: none"> • Workshop_Interviews_Worksheet • NCA Career Guide.pdf • Career 911

Activities	
Warm-Up	<ol style="list-style-type: none"> 1. Students will start off with an activity to get to know each other, which will offer an informal preview for what an interview might look like. Example questions include: <ol style="list-style-type: none"> a. Talk about something that you have accomplished in the past year. 2. What do YOU think are the most important things to consider when preparing for an interview or being interviewed? <ol style="list-style-type: none"> a. Optional: Use Menti to collect responses
How to Conduct an Interview	<ol style="list-style-type: none"> 1. Before the Interview <ol style="list-style-type: none"> a. Review the People, Preparation, Practice framework 2. During the Interview <ol style="list-style-type: none"> a. The STAR Approach <ol style="list-style-type: none"> i. Review the key components involved in Situation, Task, Action, Result, and Learn ii. STAR in Action: Tell me about a time you handled a team conflict. <ol style="list-style-type: none"> 1. Have two presenters demonstrate an interview response through an ask-and-answer, and point out how each part of the STAR approach is addressed. 3. After the Interview



Workshop: Interviews 101

	<ul style="list-style-type: none"> a. Highlight the importance of the thank-you note.
Common Interview Questions	<ul style="list-style-type: none"> 1. Review commonly asked questions <ul style="list-style-type: none"> a. Tell me about yourself. <ul style="list-style-type: none"> i. Review the Present-Past-Future framework b. What are your strengths and weaknesses? <ul style="list-style-type: none"> i. Optional: Have students answer MCQ on "What is the best weakness?" c. Tell me about a time when you failed.
Mock Interview (if applicable)	<ul style="list-style-type: none"> 1. Have students write down three questions that they will be prepared to ask the panelists. <ul style="list-style-type: none"> a. Will delve into how to compile a strong response in the breakout rooms 2. Students in breakout rooms will act as the "interviewer" and conduct a mock interview for the panelists. <ul style="list-style-type: none"> a. Panelist will break down the different components of his / her answer using what was discussed in the presentation. (Feel free to pepper in some of your own STEM experiences!) b. After five minutes, the panelists will be rotated to a different breakout group. 3. If the student(s) is / are comfortable, switch roles and repeat!

Evaluation	Reflection
<ul style="list-style-type: none"> 1. Provide a hypothetical interview scenario ("Putting It All Together"), and prompt students to draft up anonymous responses (optional: use Padlet to collect responses). 	<ul style="list-style-type: none"> 1. How prepared do you feel about conducting an interview? 2. What else do you want to practice or learn for future interviews?