Interviewing Café

Walden University
Career Services Center
http://careercenter.waldenu.edu
Objectives

• Review interviewing tips
• Explore the interviewing resources available to you on the Career Services website
• Answer your interviewing questions
The Interview Process… Before, During, & After

- Reassess your qualifications
- Develop relevant stories
- Prepare for common questions
- Practice
- Show you are the best fit
- Follow up

The Interview

Before:
- Research the organization
- Prepare for common questions
- Practice
- Show you are the best fit

During:
- The Interview

After:
- Follow up
# Research the Employer

<table>
<thead>
<tr>
<th>History, Mission, &amp; Vision</th>
<th>Trends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products &amp; Services</td>
<td>Challenges/Problems</td>
</tr>
<tr>
<td>Brand/Strengths</td>
<td>Opportunities/Projects</td>
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<tr>
<td>Salary Range</td>
<td>How can you contribute</td>
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</table>
Reassess Your Qualifications for the Job

- Experience
- Education
- Achievements
- Knowledge
- Skills
- Values
Develop Your Stories

C • Challenge – What was the problem?

A • Action – What did you do? Did you initiate it?

R • Result – Who or what was impacted and how?

T • Tie-In – How does this apply to your future role?
Practice Your Interviewing Skills
Tell Me A Little About Yourself…

• Highlight your strengths – what are you passionate about?
• Focus on recent and relevant experience
• Show enthusiasm and confidence!
• Limit introduction to 1-2 minutes
What Salary Are You Seeking?

- Defer salary discussions as much as possible
- If pressed, offer a salary range
- Share how you can *add value*
Tell me about a time when...

- Refer to Your CART stories
- Provide a thorough, brief, and concise response
What Are Your Areas of Improvement?

• Select an area that is *not* an essential job function
• *Briefly* discuss that area
• Share your work-around
• Stay positive!
Give a short presentation on ........
Given the scenario ....... what are your recommendations?
Tell Me About Walden

Social Change

Accreditation

Quality of Faculty

Rigorous Curriculum

Global Learning Community

http://www.waldenu.edu/About-Us.htm
Logistics

• Plan your professional attire

• Check the location, your mode of transportation, and the time it will take to arrive on time

• For Skype interviews, check your camera and simplify what is visible in the background

For more information on these topics visit Career Services Interviewing tab:
http://academicguides.waldenu.edu/careerservices/preparingfortheinterview/home
Now, It’s Time for the Interview

- Envision yourself in your future role
- Show confidence
The Interview

• Bring copies of your resume and references
• Arrive early and turn off your cell phone
• Strengthen your connection through eye contact and a firm handshake
• Maintain a positive, enthusiastic demeanor
Ask Meaningful Questions

- What are some of the greatest challenges your department is facing?
- What does success look like 6 months into the job?

Engage them in a conversation
After the Interview

• Promptly send a thank you letter restating your qualifications and interest in the position.
• Follow up with employer.
Interviewing Resources

Schedule Appointment
Career Connections
OptimalResume
Archived Webinars
Quick Start Videos
Career Spotlights

I’d like information about...

Type keywords in the search box to find fast answers to common questions.

Meet the Career Services Team!
Use OptimalResume for Interview Prep
**OptimalResume - Mock Interview**

**Select Interview Type**
- Behavioral Interview (20)
- Final Interview (20)
- Hiring Manager Interview (20)
- Inappropriate Questions (10)
- Initial Face-to-Face Interview (20)
- Panel Interview (20)
- Pressure Interview (20)
- Screening Interview (20)
- Custom Interview (build your own)

**Behavioral Interview (20)**

1. Briefly tell me about yourself.
   - INTERVIEWER: DAVID, OPTIMAL RESUME
   - COACH: DAVID, OPTIMAL RESUME

2. Who is your role model?
   - INTERVIEWER: DAVID, OPTIMAL RESUME
   - COACH: DAVID, OPTIMAL RESUME

3. What is the best job you have ever had in your life?
   - INTERVIEWER: DAVID, OPTIMAL RESUME
   - COACH: DAVID, OPTIMAL RESUME

4. Would you consider yourself more of a team player or an individual contributor?
   - INTERVIEWER: DAVID, OPTIMAL RESUME
   - COACH: DAVID, OPTIMAL RESUME

**Format**
- Video
- Audio
QUESTION:
Can you give an example of your problem-solving ability?

INTERVIEWER: David, Optimal Resume
CANDIDATE: Denise Pronke
COACH: David, Optimal Resume
Questions?
Career Services Advising

Step 1: Attend a Career Services Overview:
Register and attend a live 30 minute Career Services Overview webinar or view our archived Career Services Orientation webinar.

Step 2: Schedule a 45 minute 1-on-1 appointment:
Select “Schedule an appointment” on your myWalden Portal.
Connect with Career Services!

Join our Career Services LinkedIn Group

Follow us on Twitter

Follow us on Facebook

Read Walden student success stories on our blog

Visit OptimalResume

Attend a Career Services Overview

Access Everything from Our Website: http://careercenter.waldenu.edu

E-mail: careerservices@waldenu.edu