Interviewing

Presenters:
Lisa Cook, Senior Director of Career Services
Dina Bergren, Associate Director of Career Services
Job Search Support Series

- Research Career Information and Jobs
- Resume Nuts and Bolts
- Networking
- Interviewing
Psychological effects of unemployment may include:
- Depression
- Social Isolation
- Lowered self-esteem

Available resources:
- Student Assistance Program at 1-866-465-8942
- www.guidanceresources.com
- http://www.mentalhealthamerica.net/mental-health-screen/patient-health

www.gallup.com/poll/158879/depression-hits-jobless%20-germany.aspx
Poll: What Brought You Here Today?
Learning Objectives

• Prepare for the interview
• Showcase your achievements
• Answer challenging interview questions
• Leave a lasting impression
The Job Interview

Interviewing is not a single event; it is a process that starts with the first contact offering you an opportunity to interview.

Are you ready for the interview?
## Before the Interview – Research the Employer

<table>
<thead>
<tr>
<th>Research...</th>
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</thead>
<tbody>
<tr>
<td>History, Mission, &amp; Vision</td>
<td>Trends</td>
</tr>
<tr>
<td>Products &amp; Services</td>
<td>Challenges/Problems</td>
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<tr>
<td>Brand/Strengths</td>
<td>Opportunities/Projects</td>
</tr>
<tr>
<td>Salary Range</td>
<td>How can you contribute</td>
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</tbody>
</table>
# Get the Inside Scoop

## Tools for Your Research

<table>
<thead>
<tr>
<th>Organization’s Website</th>
<th>LinkedIn: Companies, Groups, People</th>
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<tbody>
<tr>
<td>Google</td>
<td>Twitter</td>
</tr>
<tr>
<td>Business Journals, Magazines, Newspapers</td>
<td>Facebook</td>
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<tr>
<td>Walden Library: Hoovers.com</td>
<td>Talk to current/former employees</td>
</tr>
<tr>
<td>Professional Associations</td>
<td>CareerBliss.com</td>
</tr>
<tr>
<td>Vault.com</td>
<td>Wetfeet.com</td>
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</tbody>
</table>
Reassess Your Qualifications for the Job

- Education
- Knowledge
- Experience
- Skills
- Achievements
- Values
Employers’ Assessment of You

Presentation
Ability
Dependability
Motivation
Attitude
Network

(Angel MacDougall & Harney Sanders Park, 2010)
Develop Your Stories

- **Challenge** – What was the problem?
- **Action** – What did you do? Did you initiate it?
- **Result** – Who or what was impacted and how?
- **Tie-In** – How does this apply to your future role?
Career Services Center

http://careercenter.waldenu.edu
Use OptimalResume for Interview Prep

https://waldenu.optimalresume.com/
Can you give an example of your problem-solving ability?
Right Before the Interview

- Get there early and turn off cell phone
- Eye contact, smile, firm handshake, professional attire
- Body language – lean forward in your chair to show interest, avoid nervous fidgeting
- Maintain positive, enthusiastic, interested demeanor
Envision Yourself in Your Future Role
Mock Interview
Our Mock Candidate

• Completing M.S. in Instructional Design & Technology
• Hold B.S. in Business Administration
• Relevant Experience:
  – Administrative Assistant (3 years)
  – Community Trainer
  – Association for Talent Development (ATD) Volunteer
The Position- Training Specialist

Requirements:

• Bachelor’s degree in Business or Education
• Experience in developing and administrating training programs (classroom, computer-based, and on-the-job)
• Experience designing and delivering presentations
• Microsoft Office skills- Outlook, Word, Excel, PowerPoint
• Strong organizational and communication skills
Preparing for the Mock Interview
Track Dina’s Progress

• Is there anything else you would add to her responses?
Tell Me A Little About Yourself…

• Highlight your strengths – what are you passionate about?
• Focus on recent experience
• Make it relevant
• Show enthusiasm!
• Deliver with confidence!
• Limit introduction to 1-2 minutes
Tell Me About Walden

Social Change

Accreditation

Quality of Faculty

Rigorous Curriculum

Global Learning Community

http://www.waldenu.edu/About-Us.htm
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 a Time When...

• Refer to Your CART stories
• Provide a thorough, brief, and concise response
• Address all interviewers in the room
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!

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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
Clarify Next Steps

• Thank them for the interview
• Get the names of all interviewers
• Ask about the hiring timeframe
• Leave non-confidential samples of your work (if relevant)
After the Interview

• Promptly send a thank you restating your qualifications and interest in the position.
• Follow up with employer.
Questions?
# Over 80 Archived Webinars

## Archived Webinars

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<tr>
<th>Title</th>
<th>Date</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>Crafting Effective Resumes (wmv)</td>
<td>2/19/14</td>
<td>Nicolle Skalski, Andrea Obrycki</td>
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<tr>
<td>Creating Your Curriculum Vita: A Build Block to Your Future</td>
<td>6/26/12</td>
<td>Dr. Kelley Jo Walters, Dina Bergren</td>
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<tr>
<td>Maximizing Social Media to Proactively Manage Your Career (wmv)</td>
<td>9/16/14</td>
<td>Dr. Amy Puderbaugh, Jessi Howard, Dr. David Porter</td>
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<tr>
<td>Making Your Case for Salary Negotiation or Promotion (wmv)</td>
<td>5/15/14</td>
<td>Dr. Henry Brashen</td>
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<tr>
<td>Strategies for Getting a Job in Higher Education (wmv)</td>
<td>1/23/14</td>
<td>Dr. Daniel Salter</td>
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<tr>
<td>Targeting Temporary, Contract, and Virtual Opportunities (wmv)</td>
<td>10/17/13</td>
<td>Dina Bergren</td>
</tr>
<tr>
<td>Career Opportunities in Psychology</td>
<td>11/15/12</td>
<td>Dina Bergren, Dr. Marites Pinon, Dr. Patricia Costello</td>
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<tr>
<td>Alternative Careers for Your Doctoral Degree (wmv)</td>
<td>10/22/14</td>
<td>Dr. Andrea Davis, Dr. Teresa Rose, Dr. Wanda Corner, Sheree Shavel</td>
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<tr>
<td>Navigating the Federal Hiring Process</td>
<td>3/14/12</td>
<td>Bill Brantley</td>
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OptimalResume Webinar Series

Archived Webinars

Archived Webinars: Home

- Home
- Career Opportunities by Program
- Doctoral Webinar Series
- Field Experience
- Job Search/Career Management
- Resumes and CVs
- Skills Cafes
- Social Change Series
- Social Media and Communications
- Special Interest

OptimalResume Webinar Series

- Part 1: Resume Builder
  9/12/13
  Andrea Obricky

- Part 2: Letter Builder
  9/19/13
  Andrea Obricky

- Part 3: Build an Online Portfolio
  9/26/13
  Andrea Obricky

- Part 4: Professional Website Development
  10/3/13
  Andrea Obricky

- Part 5: Interview Preparation
  10/10/13
  Andrea Obricky

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Quick Start Videos

- Self-Knowledge Tools
- Marketing Your Qualifications Through Resumes and Cover Letters
- Research Career Trends and Information
- Networking and Branding Using LinkedIn
- Finding Experiential and Job Opportunities
- Interview Strategies
- Launching Your Career with a Strong Resume and Marketing Strategies
- Getting Started with OptimalResume
- Positioning Yourself for Your Next Opportunity (New Job, Raise, or Promotion)
Resources

Careerbliss.com is a career research site:  http://www.careerbliss.com/

Glassdoor.com is a career research site:  http://www.glassdoor.com/


Payscale.com is a salary research site:  http://www.payscale.com/

Quintcareers.com is a site with job interview advice and tutorials:  http://www.quintcareers.com/job_interviews/

Salary.com is a salary research site:  http://www.salary.com/


Wetfeet.com is a career research site:  http://www.wetfeet.com/
Connect with Career Services

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

E-mail: careerservices@waldenu.edu
A Final Thought

“Continuous effort - not strength or intelligence - is the key to unlocking our potential.”

– Winston Churchill