There is the mental health screening through mental health America and the number is indicated on the slide to call the assistance program if you can use that type of support.

Next, we will launch a poll to see what brought you
here today.

Great, thank you, Lisa.

What best describes your reason for attending today's session?

I am currently unemployed and looking for a job or I am employed and looking for new opportunities?

I am concerned about my job security or I am feeling stuck in my job search and would like support from others.

What best describes you?

So we will give it just a minute here to see what responses are coming in.

So it looks like many of you have responded and some of you are still responding.

So go ahead and make your selection and we'll just give it a few more seconds and we'll going to go ahead at this point and close the poll and share the results with you.

So 53% said I am unemployed and looking for new opportunities.

Okay.

So ready to take that next career step and then 27%
of you are feeling stuck in your job search and
would like support from others and then 20% are
currently unemployed and looking for a job.
And no one indicated that their concerned about
their job security, which is good.
So this gives us an idea of who is in the audience
today and now I'd like to hand it over to you, Lisa,
to introduce the objectives for today's session.
>> Great, thank you.
So we have four objectives for today's session.
We're going to talk about sessions for preparing for
a job interview, how to showcase your achievements,
how to answer the most challenging interview
questions, and finally how to leave a lasting
positive impression.
So in terms of a job interview, interviewing is not
a single event.
It is a process that starts with the first contact
offering you an opportunity to interview.
You want to make the best possible first impression
you can.
So before the interview, you want to spend
substantial time researching the employer because
the more prepared you are for the employer, the more relaxed you'll be.

You'll research the history and mission and familiarize with their product, services, brand, and strengths.

Notice trends in your career field, what are the opportunities that you'll help your employer address? And finally research the salary range for the position in your area by using terrific websites.

Next, you want to think about getting the inside scoop, so you can take that research even further by researching companies and organizations through sites such as Googling and even sites through Walden library.

Linkedin, Twitter and Facebook are also great sources of information.

Reach out for any information that they may be able to provide.

Gain insider trips and also talk to employers if possible.

And remember, if you're looking at an organizational profile linked in, it will tell you if any of your connections are located in that organization.
So that's a great tool to use.

So next, you'll want to reassess your qualifications for the position. Compare your résumé, relevant skills, experience, education, and values against the job description and the admission of your organization to identify your fit. As a reminder, you want to stay organized during your job search. For each position, keep a company of the job description and notes from your research. I actually worked with someone once who had applied for several positions with one organization and actually couldn't figure out where the job description was for the job that she got called for for an interview. So stay organized in your job search. You don't want to ask for a copy of the job description. You want to have that at the ready. Something else to consider is how to assess your qualification.
And there is a six-part formula by a book by Sanders Park and we call it Padman, the Padman formula. Think about how you will show you're the best candidate for the job.

So employers are interested in your presentation. Are you able to present yourself in a professional manner that fits with the culture? Are you able to do the job and do it quickly? If you are in a career transition, focus on your transferable skills for that job. How about your dependability? Are you reliable to work for the company's best interests? Also, are you motivated? How can you demonstrate that you are enthusiastic for the position? Do you have an interest in the employer? It's very important who you know. Do you know other professionals, who you associate with, how many contacts do you have on LinkedIn? They might look at your contacts on LinkedIn. So make sure that you are well-connected and up-to-date on the trends in your field.
So in the next slide, we want to talk about preparing for the interview in terms of developing your stories. So after researching the stories, see how you can find examples to illustrate your qualifications. Use the CAR acronym.

1. Think of a challenge or a problem you faced.
2. What action did you take to address the action?
3. Did you take a leadership role in finding the solution?
4. What was the result?
5. Who or what was impacted?
6. How many people were served?
7. Was the process involved?
8. Did you save your employer money?
9. It's important to act as if you will get the job.
10. So showcase your past experience and what you can do for the organization in the future by tying it into your journey.
11. For example, you created a safety program which reduced the number of accidents in a 12-month period.
Or I fleeced the social media presence which resulted in a 12% increase in a three-month period.

I initiated a new teaching strategy to engage students.

You want to feel confident that you communicate your accomplishments.

They are what differentiate you from other candidates.

So we are going to look on the career services website.

There are two main areas where we have interviewing information.

Optimal résumé creates top portfolio résumés.

Let's look at the functions.

The team generally regards us as the jazziest part of optimal résumé.

So basically, to get started, you need to make sure that you have an account set up, so click on our website and log in with your email address.

So the function role will help you practice interviewing byte holding mock
15 interviews and you can actually record yourself answering questions.
16 So after you -- excuse me, after you register using your Walden email account, you can use the prep feature.
17 You enter the function, select your interview type, and beginning practicing your interview skills.
18 You can see here the type selected is behavioral interview which includes questions like describe when you revolved a conflict with a coworker.
19 So these are examples of questions.
20 This is DINA as a candidate in the middle.
21 You can see the current question for this question.
22 Can you give an example of your problem-solving ability.
23 This is Han excellent tool to practice for face to face and virtual interviews.
24 Employers often ask candidates to submit answers before inviting them in to a face to
face interview.

For example, the student prepared him for a successful interview for a higher education teaching position.

He received it basically by interview over Skype.

He practiced extensively prior to his interview.

Make sure your interview is professional and check the angle of your webcam.

So in terms of the time before the interview, now that you've practiced, it's time to plan your logistics such as attire, the direction to the offices and parking.

Bring copies and a portfolio if you have one.

Remember to pay attention to your body language and enthusiastic during the interview.

So envision yourself in your future role.

So breathe deeply and visualize yourself.

If you were already qualified, you were selected.

So now, this is your chance to shine and
So next, DINA and I will address how to address questions through a mock interview. I will be the interviewer and DINA the candidate. I will ask for your feedback on DINA's responses as she is applying for a training specialist position. She's going to process any design in technology. Her bachelor's degree is in community assistance and as a community trainer. She volunteers with the association for talent development. The position she is applying for requires a bachelor's degree in administration, administration, experience in administrating training programs, designing and delivering programs, this also requires Microsoft Office skills and organizational skills. So now, before we begin our mock interview, DINA will walk you through how to
prepare.

Using our hypothetical situation, I looked up our interviewer using linkedin.

And I learned more about her career path, areas of expertise, professional activities, and also, who's parted of her network.

I researched position requirements and highlighted my academic experiences.

I developed CAR stories and practiced them.

And finally, I used optimal résumé's function to practice interview questions.

Now, that I reviewed how I prepared, we'll be starting our mock interview.

Thanks.

And we would encourage you to share your feedback through the questions box as you listen to how DINA responds to the question.

So what is she doing well?

Is there a way she can improve?

So we want to hear your snouts ideas.

With that, we're going to go ahead and
So DINA, please, tell me a little bit about yourself.

Lisa, first of all, I'd like to thank you for inviting me to interview today. I'm excited to learn more about the position as I feel this is a good fit for me. Recently, I've been taking on more training responsibilities at my job and I'm also enrolled in an instructional design program. I provide on-the-job training and volunteer at the local association of TALEnt development and connected with members there. I am a result-oriented person who gets the job done. I recently managed a training project for a new customer management system. The project included virtual training materials. I completed the project ahead of schedule,
and it was very well received.

>> Excellent.

So now, we'd like to ask the folks in the audience what did you think about the response to that question?

How did she do?

Great.

What did you like about what she said?

What specifically did you like?

It sounded a bit rehearsed, but good.

All right.

Any other feedback?

Was she specific?

I think she highlighted all her strengths.

I liked her skills and experiences and examples.

Exactly, she was very specific.

Thank you for the feedback.

She highlighting her strengths related to training.

And she also showed confidence in her ability.

She was prepared with providing her skills
and strengths.

Thank you.

Okay.

So we're going to -- awesome.

She spoke with confidence.

Great.

So we'll go on to the next question now.

So I'm not familiar with Walden University.

Can you tell me about Walden?

Walden is a regional accredited online university with over 50,000 students all over the world.

I chose Walden because of its social change vision and I'm getting great communication skills.

But most of all, Walden offers rigorous curriculum.

I've taken courses in online learning and

I know how to apply the adding model of training.

I'm also skills in program evaluation.
I am ready to take on a trainer role right away.

So what feedback do you have on DINA's response? Let's see what you think about what she stated? It was very thorough, accurate. Well-done. Nice feedback. I liked her extensive knowledge and reason for choosing Walden. Right. Because she talked about the social change mission. Great. Excellent. We'll appreciate that feedback. Great. She communicated the feedback of her Walden communication. The accreditation and the global
21 perspective.
22 She tide in her answer to her strengths.
23 Yes, and she did that.
24 She tide it into the knowledge she was
gaining from her program.

1  She tide in the model of training.
2  Appreciate the feedback from all of you.
3  Okay.
4  We're going to go on to the next question,
5  which I always think is one of the toughest.
6  So before we continue with the interview,
7  what kind of salary are we seeking for this
8  position?
9  Lisa, while I understand the reason for
10 this question, I'd really like to learn more
11 about the position and discuss my
12 qualifications with you before we discuss the
13 salary?
14
15 >> We want to make sure that your
16 expectation fall within that range
17 >> I did some research and given my
18 education and level of experience, the range I
would consider is between 50 and 60,000.

Lisa, let me tell you more about my qualifications so you can determine where I would fall in that range.

>> Okay.

So we're looking for your feedback of how DINA responded to that question, which I actually threw at her twice.

So give us your feedback on that.

I think that's a very tough question.

Great answer.

>> I would agree.

Okay.

This is a new approach.

Good.

Good.

That's a -- it totally can happen.

An employer can push back.

And a lot of folks will say you delay the salary question, but employers might push back
in a hypothetical situation.

So she was adept by doing her homework.

She did her best to defer back to the interview.

Yes, she did and I pushed right back.

>> Nicely done, and thanks for the feedback.

So we're going to move on to the next question now.

So DINA tell me about a time when you implemented a new training.

>> I created jobs for administrative assistance and then trained them on transfer.

This initiative helped reduce missed called in the organization by 20%, and I received very positive feedback from my supervisor and I'm proud to share that I also received the employee of the most regard for my efforts.

The ability to achieve results helped increase results.
14 I can do the same for your company.
15 Great.
16 So how is your feedback on her response to
17 that question?
18 So talking about a time when she gave a
19 new answer.
20 What was your impression?
21 Straight forward?
22 Any other feedback on that?
23 She used the CAR formula to demonstrate
24 her training?
25 Yes, and her results.
1   And I like the way she threw in the
2   employee of the month for that record.
3   Yep.
4   The fact that she could help the company
5   was very effective.
6   Yep.
7   Excellent.
8   Nice feedback.
9   Great.
10 Okay.
11 So and she demonstrated knowledge of her
12 skills.
13 Great.
14 So we have one more question, and another
15 one, which I think is quite tough, it's to ask
16 a candidate this question.
17 So DINA, what are your areas for
18 improvement?
19
20 >> I tend to take on too much
21 opportunities for myself and I make an effort
22 to allocate time to projects.
23 I use time management techniques to help
24 me stay focused.
25
20

1 >> Great.
2 Thank you.
3 So any feedback on that answer?
4 Did she field the question effectively?
5 Okay.
6 Very effective.
7 She showed her weakness, but used it with
8 a strength.
She is providing an area but she is improving in it.

Yes.

Great.

Okay.

Good feedback.

All right.

So that concludes our mock interview.

So thank you very much for your feedback.

So DINA will provide additional interview tips.

Great.

Thank you, Lisa.

Be ready to ask meaningful questions during the interview.

The more you know about the industry, hot topics in your field, and the interviewers, the better questions you're able to ask.

This is your opportunity to engage them in a differentiation.

So you want to let your personality and your enthuse exam for the position shine through.
This is also a chance for you to determine if the organization is a good fit for you. You have to use your judgment to determine what would be appropriate for a specific interview. For example, a candidate was concerned that her interviewers thought she was overqualified.

Do you have any concerns about my application? An interviewer expressed concern that she was overfied. The candidate stated why she was a perfect candidate and expressed her enthusiasm. Her response since she was the perfect fit — resulting in a job offer.

If you feel like the interview has reached the end and you've asked all of your quiz, you may then want to ask what are the next steps in the process?

Before concluding, thank the interviewers. Get everyone's name and a contact. Leave your portfolio for them to review.
Samples of your work help you leave an impression and help you stand out from other candidates.

After the interview, continue to stay in touch with the employer and express your interest in the position.

Send a thank you letter to all interviewers within 24 hours expressing your interest in reinstating your qualifications and you can send an email thank you which will expedite the process.

And allow yourself time to reflect on the experience.

And most importantly, reward yourself for your efforts.

So before we open it up for your questions, I'd like to share a brief store April.

I worked with a student who landed an interview for had a higher ed teaching position.

And after the interview, the employer
contacted her and informed her that they hired an internal candidate. She was, of course, very disappointed, but this did not stop her from maintaining her professionalism, keeping in contact with the potential employer, and continuing to express her interest. She received an unexpected call a few weeks later. The internal candidate's old position was now open, and they wanted her to fill that role. So she ended up landing an opportunity she never even expected.

So remember that the interview process is unpredictable and you always want to follow up and bring your best foot forward. And with that, let’s go ahead and open it up for your questions. So Lisa, do we have any questions that are coming in.

>> Not quite yet.

I think they’re starting to type them in
So while they're typing in questions, I just also want to share a brief story that near your store aye a little bit in terms of someone that we worked with with someone that did not get an interview. She is featured in one of our career spotlights if you'd like to watch her story. Her dream job was getting a job doing research for the center for disease control. She is a student in public health, and so she interviewed with individuals with one and one was doing research. One was impressed with her passion for public health and asked more questions. The lead interviewer hired as many as, but the other interviewer called her in for another position and she got hired. So you never know who you're going to impress. It might not be the job, but something else might happen later that might be a great
outcome later on.

So now, we are start taking to get questions.

How would you state a employer when they say you are overquality inside?

>> That's a great question.

You want to think from the perspective of the employer.

When they're asking if you're overqualified, they're concerned how they're going to manage you.

Are you going to stay in that position or are you going to be there a short amount of time until you find something better?

You want to think about their frame of mind and you want to indicate -- you want to express: What is it that interests you about the position?

Why are you passionate about the position?

How will you contribute to the position?

So really, focusing and showing your
enthusiasm for the job and addressing the fact that this is the next logical step in your career and focusing on what you hope to letter in that role.

Lisa is there anything else you would like to add to that?

>> No, I think that's a terrific answer

>> Thanks for that

>> Can you give a little bit more advise on how to answer the question about your weaknesses?

You did a great job, but first, I would like more specific tips.

>> Sure.

Absolutely.

So when a potential employer asks you about your weaknesses, first of all, they are seeing what you will disclose.

So you want to choose a weakness that does not directly impact the key functions of the position.

Right?
So let's say you say my weakness is communication skills, that's going to disqualify you from the position. So you really want to think about a weakness that does not strongly impact the role. And as we employed in the mock interview example, you want to state the weakness and indicate how you deal with that challenge. What tools do you use? in order to manage that challenge? So that's what's really key and that's what the employer is looking for. If you have -- everyone has a weakness. Everyone has an area of improvement. But what matters is how we handle our weaknesses and what we do to turn them into successes. I hope that helps.

>> Great. And actual, this is the perfect full-up
Is it appropriate to inquire what areas would be for you to improve?

>> I think, you know, after the interview, and if you were not selected for the position, you could follow up with the hiring manager and ask for their feedback.

I think that is appropriate, but again, only in the case where they were after given a final answer that you were not selectyed until that point, I would just stay in touch with the employer. Show your enthusiasm and really put your best foot forward as we indicated.

Great.

And one asks what do you do if you're new to your field. How do you -- how do you still remain appealing in the interview?

Think about your academic program. What are you learning in your program in what theories, techniques, right?
13 Methods that you're learning?
14 How can those be applied to the position?
15 So just like in the mock interview, for
16 instance, we focused on not only on Walden and
17 the benefits of Walden, but how the skills
18 could be applied that her future role.
19 So even if you have less experience than
20 others, think about your academic program.
21 Think about your -- maybe your volunteer
22 experience.
23 Right?
24 Or maybe what transferable skills that
25 you've learned from your prior roles.

1 All of those things you can highlight in
2 that process
3 >> Great.
4 And another question: How often should
5 check back with an employer for a position for
6 which you have applied
7 >> At the end of the interview, if you ask
8 what are the next steps in the process, you
9 will have an idea of the timeframe.
So having that idea of the timeframe can really help with that process.

So if they say, well, we're going to -- in one to two weeks, then definitely follow up then.

But again, as we mentioned, you want to follow up right away with a thank you email after that interview to all interviewers on the panel.

So thank yous to everyone stating how you can add value, how much you enjoyed your experience, and how you look further -- look bad to further conversations with them about your qualifications.

And then go back to the timeframe that they've established and follow up with them either through email or with a phone call to inquire after the -- their timeframe.

>> Is one preferable over another?

>> I think, you know, right after the interview send an email.
>> Uh-huh

>> But then after the timeframe that they give you is over and it's time to connect with them, I think it's fine to give a phone call. I think a phone call is more personable. I would that, if you do call, you don't want to just inquire about the position. You really want to, again, reinforce how you can add value. So any contact, email or phone, you want to think about -- this is an opportunity to, again, reinstate how you can add value to them.

Great.

And one more question: What is the best way to describe your reason for leaving an employer if it was mutually?

It was mutually made disks

>> Okay.

So maybe a question comes up: Why did you leave your last employer.

Right?
>> Uh-huh

>> You want to focus -- you want to always stay positive.

Right?

You could be honest and you could say it was a mutual agreement between both of us.

At the time -- during the time of my employment, I was able to gain skills in such areas.

I learned how to handle difficult situations.

This position allowed me to expand my skills in such areas.

So in other words, focus not so much on why that relationship is no longer.

Instead, focus more on what is that you learned from your experience.

In other words, stay very positive in your responses about your former employers.

>> Great.

Okay.
That's it.

That's all the questions.

>> Great.

We had some great questions here today.

>> Uh-huh.

So it looks like I'm going to wrap this up by going over the career service's center's website.

So we want to point out -- there are three main areas on our website to help you with the interview process.

So you can see the optimal résumé system on the left.

Also, there's archived webinars on the interviewing tab.

The interviewing tab includes information on phone, panel information, and tips for all stages of the interview process.

I also want to point out that we have over 80 archived webinars related to management, negotiation or promotion, virtual opportunities
and strategies for finding a job in higher education.

You can find these webinars by finding the buttons on our homepage.

We also have a series of webinars on how to use the optimal REZ me system on how to use the résumé feature and how to create a career portfolio.

Please be sure to take a look to see if any interest you.

Next are a collection of quick start videos for career trends, launching your career with a strong résumé, finding job opportunities and getting started with our system. They are brief videos from 10 to 15 minutes long.

They're packed full of information, so we recommend them for a great way to get started quickly.

And next, here are some additional resources for you to use to prepare for interviewing.

And keep in mind that this web that will
be archived shortly after tonight's presentation.

We encourage you to join our LinkedIn group and you will find the buttons on our homepage. We would love if you would follow us on Twitter. Join us on Facebook. Read our student success stories on our blogs and use features of our optimal résumé system. You can access everything from our website or email us directly.

So as we wrap up our webinar and the job search support series, we would like to leave you with a thought from Winston Churchill.

Continuous effort is the key to unlocking our potential.

We encourage you to keep trying and to keep being proactive in your job search and we'd appreciate your park.

Please know that we value your feedback and thank you so much for joining us this
evening.