

Preparing for an Interview with

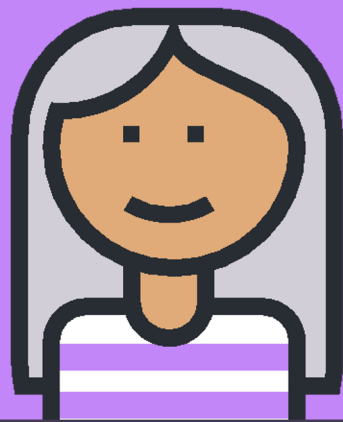
 [CareerVillage.org](https://www.CareerVillage.org)



The Plan

- **DAY 1:** Speaking Professionally
- **DAY 2:** Find & Explore a job
- **DAY 3:** Mock Interview “Speed Dating”

DAY 1: Speaking Professionally



I believe my
strengths are...



**How do you think
someone should speak
in an interview?**

6 quick tips for speaking professionally



1

Know Your Audience

Hello, how are you today?



An interview is not the same as hanging out with friends at someone's home or at the park

- Remove *slang*
- Keep it *clean*

2

Smile



Go ahead and smile. It's free!

- Often makes other feel at *ease*
- No need to smile the entire interview
– *just a few natural smiles throughout*

3

Speak Slowly & Clearly

I believe my strengths are...



The best public speakers are those who are easily understood

- Helps the listener *understand* what you are saying
- No need to speak at a snail's pace — *just slow enough to allow clarity for your listener*

4

Eliminate “filler” words

I believe that my UM strengths are that I'm LIKE an incredible listener...



Filler words can gain you time but sound unprofessional

- Examples: *LIKE, UH, UM*
- It's okay to pause instead to gather your thoughts

4

Eliminate “filler” words

I believe that my ~~UM~~
strengths are that I’m ~~LIKE~~
an incredible listener...



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- Examples: *LIKE, UH, UM*
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5

Know your terms



Take time to learn a few of the basic terms of the industry you are trying to enter

- Read through job descriptions...and learn a few industry terms that pertain to skills or experiences you have
- Avoid terms you don't know

5

Know your terms

For example...

Job requirements

Demonstrate interest in and enthusiasm for learning about science, teaching science to *diverse audiences*, and conducting science

When volunteering at my church, I teach a *diverse audience* of children ages 6-7 that come from a variety of economic, cultural and racial backgrounds.



6

Breathe!



- If you prepare and practice for your interview—relax
- Just share what you can bring to the employer using the tips provided today

Practice

How could you reword the following when speaking in a professional setting like an interview or at work?



Job interview best practices

- **Go to [Careervillage.org](https://www.careervillage.org)**
- **Log In to your student account**
- **Use *Search* to explore:**
 - Common interview questions
 - Questions to ask an employer
 - Interview tips
- **Take notes in Table A**

DAY 2: Find & explore a job



This job sounds great!

STEP 1

1

I'd like to apply to this position!



Find a job posting of interest

This should be a job you could *currently* apply for. When you find one:

- Email the link to yourself to print later or copy & paste into a word doc
- Leave the posting up to use in part 4

STEP 2

In *Table B*, answer your questions from yesterday as if you were interviewing for your job posting

- “Common Interview Questions”
- “Questions to Ask an Employer”

I want this position because...

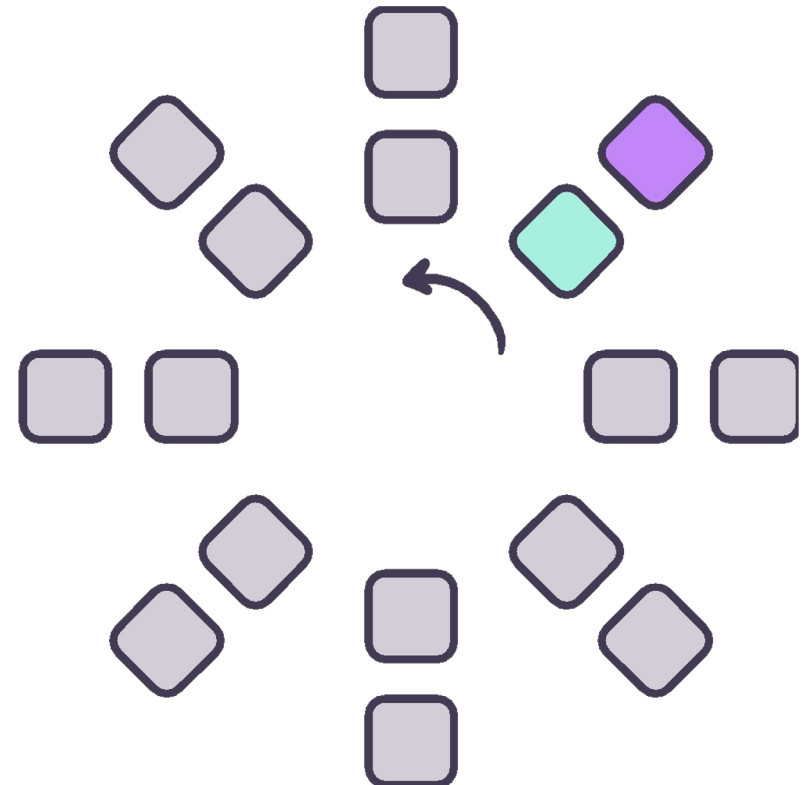


DAY 3: Mock Interview “Speed Dating”



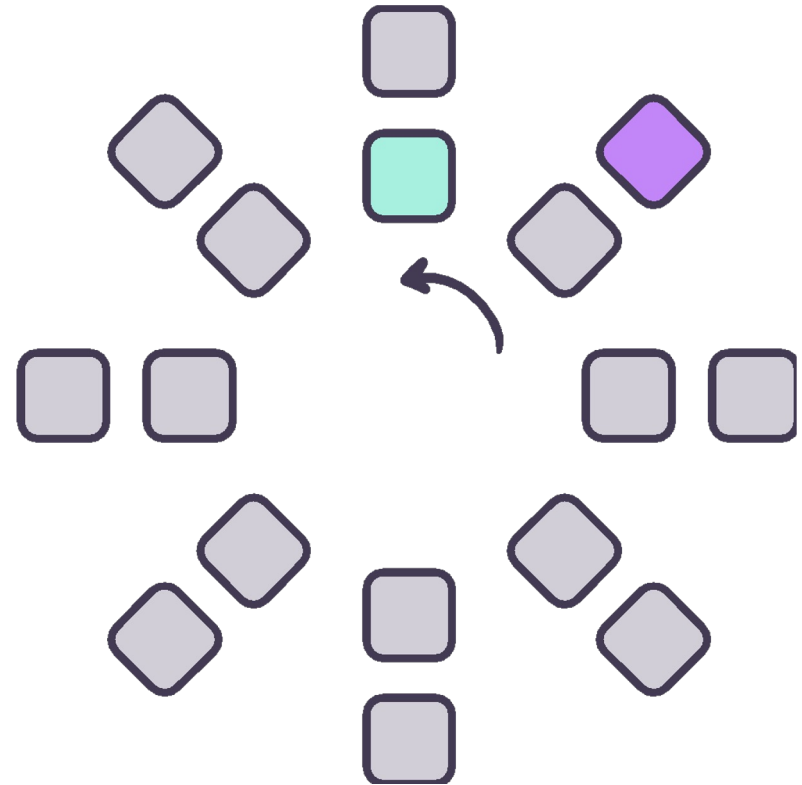
How It Works

- Rotate around the room in a circular motion
- Interview two different classmates
- Two different classmates will interview you
- Each interview is 6 minutes



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What You Need

When volunteering at my church, I teach a diverse audience of children ages 6-7 that come from a variety of economic, cultural and racial backgrounds.



- When being interviewed: use “Interview Prep Table B” for notes
- When interviewing a classmate: choose questions from “Interview Prep Table A” and give feedback on an “Interviewer Comment Card”

Giving Feedback

Using the Interviewer Comment Card, answer the following:

- What was the interviewee successful at?
- Was there a particular question they answered that stood out to you?
- What could the interviewee improve on?
- Was there a particular question they answered that you felt they could add to? If so, what?
- Give any general comments you didn't touch on

Thank you!

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