

Interviewing 101

BSAD 102

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What IS an interview?

A chance to introduce yourself

- The employer loved your resume and cover letter. Now it's time to leave the page.
- Be yourself – show your personality and your passions.
- There is no “textbook” interview. Don't lean on generic answers or stilted scripts.

A chance to show off your skills

- Know thyself – so you can brag!
- Bring an idea of your goals – 5 years, 10 years.
- Be ready to answer “why”
 - Why this job? Why this company? Why this industry?

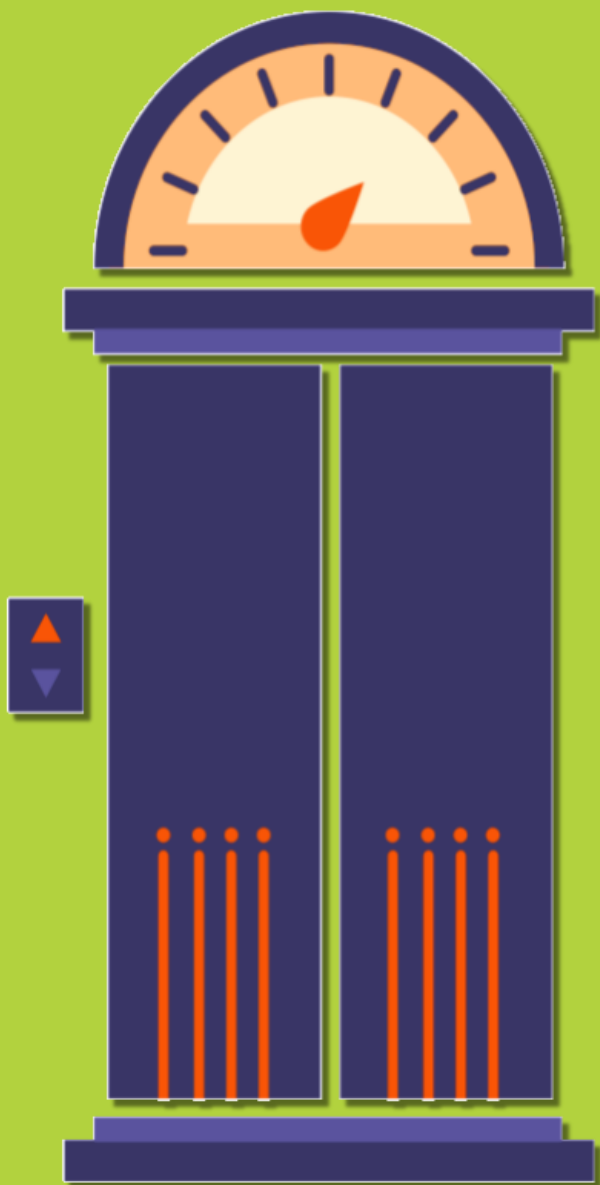
A chance to interview the employer

- Not every job or company is the perfect fit.
- The interview is as much for you as it is for the employer!
- Judge workplace culture, personality, and fit.

Tips & Tricks

Find Your Zen

- Interviews. Are. Stressful. Acknowledge that!
- Dress for success -- and confidence.
- Prepare beforehand, but don't "cram" for the test.
- Arrive early = arrive on time.
- In the end, it's just a chat. Interviewing is a skill, it takes practice!



GOING UP?

Elevator Pitch 101

Name

Year

Major(s), Minor, and
Concentration/Theme (if applicable)

Current **involvement** (clubs, sports, orgs)

What you're **passionate** about

What you want to do with your **career**

Photo: risenetworks.com

Research, Research, Research

- Know the company you're applying to – their mission, their industry, their “personality.”
- Use these to guide your answers!
- Don't parrot their website back at them, but tie your skills, strengths, and even weaknesses to what you know about them.

Teams Matter

- Team and culture fit is a huge factor in hiring. They know your skills from your resume – now they want to know if you're the right fit for their team.
- In the end, an interview is a chance to talk and get to know one another. That's it!
- A first interview is not an exam or a performance.

Remember: You're the Solution!

- Every interviewer wants YOU to be the answer to their problem – they need an employee!
- You are showing why and how you can help.
- Empower yourself.

Back Pocket Projects – Your Secret Weapon!

- Pick three projects you're proud of from class, an internship, with a club, a personal passion, or anything else.
- Know these projects inside and out!
 - What went well?
 - What would you have done differently?
 - What was the outcome?
 - What groups did this serve?
 - What challenges did this answer or resolve?

Uniquely Digital Tips



Dress for Success (at least on camera)

Treat this interview like any other,
even though it's online.

- Have professional attire for your on-camera image
- Tidy appearance and clean hygiene
- Silly socks = secret success

An illustration of a workspace. In the foreground, a dark blue desk holds a white mug, a blue teapot, and some papers. A laptop is open on the desk. In the background, there's a red polka-dot chair, a yellow wall with a framed abstract painting, and a pink and orange umbrella hanging from the ceiling. A blue curtain is on the left.

Clean for (your future) Company

Where you take your call is important!

- Quiet, ideally private space
- Clean, low-distraction background (or a professional background image)
- Don't be afraid of personality
- Noise-cancelling headphones and/or a microphone can work wonders

Photo: [curbed.com](https://www.curbed.com)

Always. Follow. Up.

Now, in the future, in person, virtually or otherwise – ALWAYS follow up after a chance to network.

- Shows professionalism and interest
- Second chance at resume
- Solidify your name and next steps





Test Your Tech

Do a practice run to make sure your links and technology cooperate.

- Check your sign-in
- Test your microphone and camera
- Keep a power cord plugged in
- Pick your best lighting!

Photo: freepik.com



Use Remote To Your Advantage

Remote interviews have some specific perks – use them to your advantage!

- Stay organized!
- Don't be afraid of notes/prompts
- Build a cheat-sheet of basic questions
- Use it as a reference, not a script
- Practice interviews ahead of time

Photo: springboard.com

The Assignment

Each of you is assigned to an interviewer. I will send the assignment sheet out to Prof. Roulston after this class.

You will contact your interviewer ASAP to set up a 15 minute time slot to interview.

Be courteous and respectful – you're "on" from the first email!

Interview by 11/22 to receive credit.

The Assignment

IMPORTANT: Your interviewer is a volunteer who wants to help! That means:

- 1) Don't be afraid to ask for feedback. This is a low-stakes way to practice!
- 2) Respect their time and expertise.
- 3) Do NOT wait until the last minute to schedule. They are busy and are not responsible for accommodating your planning.
- 4) Follow-up with a thank you!

Resources

<https://www.uvm.edu/career/your-guide-interviewing>

<https://www.thebalancecareers.com/job-interview-skills-to-get-hired-4138625>

<https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>

https://www.candidcareer.com/gethired_detail.php?chid=46&p=career&shared=UVM&UID=4662