




CORPORATE COLLEGE
A DIVISION OF
CUYAHOGA COMMUNITY COLLEGE

TEACH Yourself to be Interview Ready

May 20, 2020
12:00 p.m. EDT




WE ARE . . .



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COMMITTED TO YOUR SUCCESS
We have virtual classrooms, coaching, instructional design, consultative services, in-person and online learning.
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HERE TO PROVIDE YOU ACTIONABLE LEARNING
We offer the best and most relevant learning resources to help you succeed and thrive. We keep you engaged in new learning experiences so you can meet and exceed your challenges.
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We have the best and brightest minds in Northeast Ohio. Our experts are industry experienced and dedicated lifelong learners prepared to help you thrive in today's challenging environment.
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NOT YOUR TYPICAL TRAINING PROVIDER
Our nationally recognized talent development solutions will transform your skills and knowledge and help you achieve your personal and professional career goals.



INTRODUCTIONS . . .



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Purpose of Interview

Employers point of view...	Job Seeker point of view...
Evaluate your current skills and ability to learn new skills	Communicate your skills and abilities
Provide job related information	Learn more about the job – as many logistics as possible (work schedule, location, special requests)
Get to know you as a person to determine a good fit	Determine if you can do the job with those people, within the time



Types of Interviews

Virtual	In Person
<ul style="list-style-type: none">• Phone• Video	<ul style="list-style-type: none">• One on One• Panel
<ul style="list-style-type: none">• Test your equipment• Take seriously	<ul style="list-style-type: none">• Ask beforehand who to expect• Be flexible

How to Prepare for the Interview

Learn as much as you can	Look your best
<ul style="list-style-type: none">• Research• Ask around	<ul style="list-style-type: none">• Personal grooming• Know the clothes you wear on the job

Start the Interview Right




First Impressions Count!

- Eye Contact & Smile
- Hand shake
- Introduce yourself
 - Full name
 - Speak clearly

Common Questions to prepare for


	Question
"Elevator Speech"	<p><i>Tell me about yourself.</i></p> <p><i>Why do you want this job?</i></p> <p><i>How did you hear about this job?</i></p> <p><i>Why are you leaving your current position?</i></p>
Experience	<p><i>Have you done this work before?</i></p>
Abilities	<p><i>What is your leadership style?</i></p> <p><i>What's your greatest professional achievement?</i></p> <p><i>Describe a time you showed good customer service.</i></p> <p><i>What is the toughest decision you made at work?</i></p>
Career goals	<p><i>Where do you plan on working?</i></p> <p><i>Where do see yourself in 3-5 years?</i></p> <p><i>What's your dream job?</i></p>
Strengths	<p><i>What do you bring to this position?</i></p> <p><i>Why should we hire you?</i></p> <p><i>What are your greatest strengths?</i></p>





Common Questions to prepare for TEACH yourself

"Elevator Speech"	T Tell me about yourself
Experience	E Experience
Abilities	A Abilities
Career goals	C Career Goals
Strengths	H Hire Me!



TEACH Yourself

TEACH	<i>Tell me about yourself</i>
The Elevator Speech	
Who you are (background)?	
Why do you want this job?	
What will you bring to this job/company?	



TEACH Yourself

TEACH *Experience*

HAVE you done this work before?

What can you discuss that is similar to the job?

Situation, Action, Result (similar as resume)

Review your Employment History section of your resume

TEACH Yourself

TEACH *Abilities*

CAN you do this type of work?

How can you prove that you can do the job?

Transferable skills – skills that can apply from one experience to another

Be honest with your limited knowledge/experience





TEACH Yourself

TEACH *Career Goals*

Where do you see yourself (or would like to see yourself) within the company or industry

Wage level of commitment

Be honest – what do you like or need?

TEACH Yourself

TEACH *Hire me!*

What makes you stand out for the position / company?

Why should they hire you?

Share your top strengths (ask family and friends!)





TEACH Yourself

T	E	A	C	H
Tell me about yourself	Experience	Abilities	Career Goals	Hire me!
<i>Who What Why</i>	<i>Done the job before</i>	<i>Can do the job</i>	<i>Future plans</i>	<i>Top strengths</i>

At the End of the Interview

Do you have any questions for us?

Wrong answer = Nope

Show your commitment / investment / knowledge

Your chance to clarify anything about position

Write questions out as you research position / company





After the Interview

The Thank You note

- Be timely – 24 hours
- Email vs letter
- Thank them for their time
- Express interest in the position
- Don't expect a response

Debrief

- Take notes for yourself (questions will start to repeat)
- Review with Career Coach
- Improve – practice makes perfect!



Thank you for joining us today.

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