Acing Your Interview

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Topics we will discuss today







Explore strategies for behavior-based interview preparation Learn techniques for all interview formats

Create personalized thank you notes



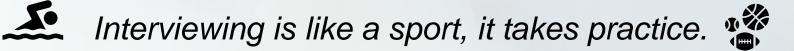
Types of Interviews



Effective Preparation



Should you really prepare for an interview? Yes!



Before the Interview



- Research the company and role
- Review the job description
- Anticipate common questions



What information is relevant when researching a company?

Where to Go	Information to Learn
 Company's website Handshake/LinkedIn Company review sites - Glassdoor Reach out to BU alums who work/worked at the company Social media 	 Mission/goals Products/services Finances/future plans/growth Company's competitors Employee's experiences Company's challenges – Identify how you can help



Review the requirements from the job description



- Underline the important parts of the role.
- Turn them into interview questions and practice your answers.

Example:

 Utilize <u>data modeling techniques</u> to <u>enhance organizational efficiency</u> by identifying operational optimization opportunities.

Interview Question: Can you provide an example of how you have applied data modeling to improve operational efficiency within a company?"



cing Your Interview

"Tell me about yourself."

01

Introduction: Who you are

02

Experience: As it relates to the role and key accomplishments (special ingredient) 03

Interest: In the specific role and company

Ideal length: 1-2 minutes

Example: "Tell me about yourself."



Introduction:

- Will be graduating from BU MET in May, Master of Science degree in Applied Business Analytics
- Experience:
 - Internship: XYZ Corporation
 - Analyzed market trends and customer behavior
 - Contributed to a 15% increase in customer engagement
 - Project: Developed and implemented a predictive model for a company
 - Led a team of 3 classmates
 - Presented the model to company stakeholders and received positive feedback on its effectiveness
 - Special ingredient: Outside of the box thinking
- Interest:
 - Excited about the opportunity at ABC Company
 - Drawn to the innovative approach to data-driven decision-making
 - Admire the commitment to driving business success through cutting-edge analytics
 - Would be able to contribute skills to the team's success



Anticipate Common Questions



Tell me about a time when you demonstrated

Teamwork Communication Leadership Creativity Decision Making Time Management Problem Solving Achievement Persuasion Multitasking Adaptability Conflict Management

Prepare stories! No need to memorize them.



CAR Interview Method



C = Context A = Action R = Result







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Sample CAR Response

"Tell me about a time you handled a conflict with a co-worker."

- Context:
 - Group project for a course with 4 team members from different programs
 - Tasked with developing a research proposal, one month timeframe

Action:

- Conflict arose with a team member over the research method
- Scheduled a team meeting to **discuss** our perspectives
- Actively listened, respected our differences, focused on the common goal
- Agreed to incorporate both methods
- Result
 - Successful study that integrated both approaches, improved the quality
 - Conflict resolution contributed to the success of the project
 - Learned the importance of different perspectives, open communication and compromise



Selecting Your Interview Attire

- Wear attire you will feel confident & successful (for all interviews)
- Showcase your **personality** through your clothing
- Ask: "What message do I want my attire to convey?"

Professional Clothing Closet (CCD)

- Four (free) items per school year
- Schedule an appointment via <u>Handshake</u>
- More information <u>here</u>









During the Interview

Confident Body Language	Maintain eye contact, firm handshake, positive posture
Effective Communication	Actively listen, speak clearly, share concise examples
Handling Unexpected Questions	Stay calm, connect to related experiences, ask for clarification
Demonstrating Enthusiasm	Express genuine excitement, research, ask insightful questions



Speak as needed. Let the employer lead and conclude the conversation.

"Do you have questions for us?"



- Always say "Yes"
- Pace answers to allow time for questions
- Prepare 3-4 questions
- Ask a question based on interview information

You are determining if the company is the right fit for YOU



What are some examples of insightful questions a candidate can ask an interviewer?



- What is a typical day like in this department?
- How might the responsibilities change over time?
- How would you describe the company culture? What are the company's values?
- What are the most challenging aspects of the position?
- What do employees like most about working here?
- What makes someone successful in this role? Or How do you evaluate success?



<u>After the Interview – Thank You Notes</u>



- Prompt thank you: Email within 24 hours.
- Simple & Personal: Keep it individualized.
 - If you thought more about an answer to a question, include it.
- Potential Decision Maker: It can be the deciding factor
- Scheduler Thanks: Acknowledge interviewer scheduler.

Tip: If you have not heard back after 2 weeks, express continued interest in a brief message to your contact.



Thank You Note Components



Express gratitude for the opportunity

Reiterating interest in the position

Mention **specific points** discussed during the interview

Highlight your key skills and experiences



Sample Thank You Note



Subject: Appreciation for the Interview Opportunity Hi Mike,

I appreciate the opportunity to connect with you today for the Data Analyst role. Exploring the details of your team's work has fueled my enthusiasm to contribute effectively. The alignment of my data visualization, programming, and problemsolving skills with the role excites me.

I value the insightful **discussion on the projects** your team has in the pipeline. I look forward to the possibility of contributing to your team's success. Thank you for your time and consideration.

Best,

Kirabo





Annie's Thank You Note Experience



Interview Techniques for All Formats



VIDEO

VIRTUAL IN-PERSON

Video Interviews



Maintain	Maintain a balance between eye contact with the camera and screen
Use	Use gestures sparingly
Present	Present yourself in a professional manner
Practice	Practice answering questions (Ex: record on Zoom)



Virtual Interviews











Set up a professional background

Check for proper lighting and camera angles Test the sound (use headphones/headset)

Troubleshoot technical issues



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Practice Interviewing: Big Interview

- Online mock interview system
- Database with thousands of behavioral questions and tips
- Practice and improve interview skills
- Provides constructive feedback

How to access it: New Users: Register with BU email: <u>bu.biginterview.com/register</u> Subsequent Use: Login at <u>bu.biginterview.com/login</u>



In-Person Interviews





Be courteous to everyone at the company



Bring copies of your résumé, pen/paper &water



Read and respond to nonverbal cues



Ask for email information before departure



MET Career Development

Join us for our:

- "Let's Talk About" Sessions Group Advising Sessions
 - Résumés, Cover Letters, Internship & Job Search

https://www.bu.edu/met/events/

Appointments: https://bu.joinhandshake.com/

- Résumé/Cover Letter Review: Career Assistant Bingxuan (Ricky) Wei
- Career Advising: Julie Nguyen
- On-campus students can also meet with the BU Center for Career Development & and attend CCD events



Thank You!

Questions? Contact MET Careers: <u>metcareers@bu.edu</u>

Post-Recording Survey: Please take a few minutes to complete the anonymous survey.



