

Acing Your Interview

Annie Imperato, MS

Senior Academic Program Administrator

Julie Nguyen, EdD

Director of Student Career Development

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

Video
Interview

Phone
Screen/Phone
Interview

First-Round
Interview

Technical
Interview

Behavioral
Interview

Panel
Interview

Second-
Round
Interview

Final Interview
& Reference
Check

Effective Preparation



Should you really prepare for an interview? Yes!



Interviewing is like a sport, it takes practice.



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

- Company's website
- Handshake/LinkedIn
- Company review sites - Glassdoor
- Reach out to BU alums who work/worked at the company
- Social media

Information to Learn

- 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 data modeling techniques to enhance organizational efficiency 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?”

"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

Context

A responsibility, task, or problem that you've faced in school, work, or life

Action

Show how you addressed the challenge

Result

The added value, outcome, or benefit resulting from your action



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 [Handshake](#)
- More information [here](#)





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?

After the Interview – Thank You Notes



- **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 problem-solving 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

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: bu.biginterview.com/register

Subsequent Use: Login at bu.biginterview.com/login

In-Person Interviews



Be courteous to *everyone* at the company



Bring copies of your résumé, pen/paper & water



Read and respond to non-verbal 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: metcareers@bu.edu

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

