



WHITMAN COLLEGE

Career and Community
Engagement Center

CRAFT YOUR FUTURE:

*A Professional Development
Series*

INTERVIEW PROCESS

Craft Your Future - Interview Prep & Practice



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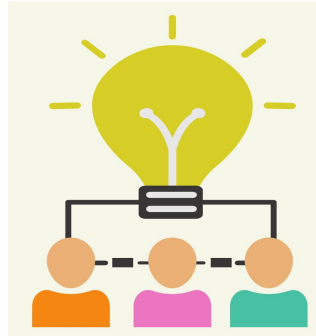
You applied to several jobs or internships and have been invited to an interview.

Now what?

Prepare your Documents



Research & Network



Practice for Interviews





The purpose of the interview(s)

- Evaluate your professionalism and ability to express ideas
- Understand your fit within the organization
- Assess your background and relevant skills

And gives you an opportunity to:

- Expand on your resume and “connect the dots”
- Ask questions and further assess your interest in the organization

Before the Interview

Questions to ask yourself:



- Why am I qualified to do this job? Be specific
- What are my strengths? Weaknesses? What am I doing to resolve these weaknesses?
- What are my short-term and long-term goals?
- Which skills/experiences prepare me for success?
- What type of environment do I thrive in?



Preparing for the Interview

Research the Employer

- Review company's website, including reports and history
- Check LinkedIn, Glassdoor, etc.
- Contact current employees (alumni are an excellent resource!)
- Brush up on industry news
- Research the people you might be interviewing with!

1



First/screening interview

- Almost always over the phone, sometimes webcam
- Usually quite brief (average 30 minutes)
- Often with a recruiter, sometimes with hiring manager
- Designed to determine whether they should bring you in for a full interview

2



“On-site” interview

- Tends to be longer, more in-depth; either on-site or conducted via webcam
- Usually with multiple people, including hiring manager
- Can be one-on-one, small group or large group format
- Many different question types and formats



“On-site” Interview

Various question types/formats:

- Behavioral (“Tell me about a time when...”)
 - STAR method
- Situational (“What would you do if...”)
- Case (“Here is a scenario. Walk me through how you would solve this problem.”)
- Other - mock situations, presentations, etc.



Insights from a Whitman Alumni Hiring Manager

Andrew Johnson '09

**Associate Director of
Residence Life and Housing**

Tips for Every Interaction

Always be professional... in demeanor, language, appearance and follow-up

Bring your curiosity... plan ahead and prepare 4-6 questions to help you tap into their insight and experience

Do some research... you should be familiar with the industries, organizations and people attending, and any subsequent connections you may have (maybe you're considering the same major, or your hometown neighbor works in a similar industry)

Be authentic... this is an opportunity for you to learn about each other, so be true to who you are and develop an "elevator intro" accordingly

Follow-up... is key to making the transition from transaction to relationship



How to Introduce Yourself - 4 Steps

Who are you? Give a brief introduction including who you are what interests you.

What have you done? This can be information about academic work, internships, volunteer work, past relevant jobs or student leadership roles.

What are you hoping to do? You can include what you're planning for next summer, next year or well into the future, but share something that will help them to understand where you see yourself going.

What is your call to action? If relevant, include what you are asking of your new contact, let them know how they can help.

The “Elevator Pitch”

Can help you answer the following interview prompt: “Tell me about yourself and why you are interested in XX.”

Hello, My name is _____, and I’m a _____ studying _____ and _____ at Whitman College. I’m interested in/curious about a career in _____ in the _____ field. I have been involved in _____ and _____ where I developed skills in _____. I also interned/worked at _____ where I discovered that I really enjoy _____. I’d love to learn more about opportunities to build a career in _____.

The “Elevator Pitch”

My Example:

Hello, My name is Victoria Wolff, I work at Whitman College’s Career and Community Engagement Center focusing on Career Education and building professional development opportunities for students. I have over 15 years of experience in higher education and enjoy working with students to help them reach their full potential. I am looking for an opportunity where I can build on my experience and work in a strategic, administrative position to help shape the future of career centers. I would love to learn more about your work at UC, Davis.



**Now think about
your skills!**

The STAR Approach

SITUATION: Describe the SITUATION you were in. This should be the context, or setting for your story.

TASK: Describe the TASK that you needed to accomplish. Use a specific event or situation that you encountered.

ACTION YOU TOOK: Describe the ACTION you took and be sure to keep the focus on you. Even when you are discussing a group project effort, describe what you did - not the efforts of the team.

RESULTS YOU ACHIEVED: Explain what happened. Describe the event outcome, what you ACHIEVED and what you learned. Use specific examples to measure your results.

The STAR Approach Example

As a Student Career Advisor (SCA) I organized a series of Career Pathfinder events at my school. It involved setting up these events in different residence halls and pairing up with fellow SCAs to work together. In my role as marketing lead my goal was to ensure proper marketing for these events. Because the events were online due to COVID, we knew it would be more difficult for students to attend. It was important to come up with a creative way to ensure students would participate. I decided to use a new marketing strategy: I printed QR codes for the Zoom sessions and left copies at every student's residence hall door. Compared to other events, this event had the highest attendance. I was very happy with the result because we increased participation by 30% and I was able to showcase my creative marketing skills.

Questions





Your Experience Awaits

Contact Us



How?

- Attend weekly SCA Drop-in Hours or
- Schedule 1:1 Meetings via Handshake

Student Career Advisors





Spring 2022 Drop-In Hours

STUDENT CAREER ADVISORS

RESUMES | CV | APPLICATIONS | CAREER LIAISON



MON

Aby
3-4 PM
Reid Cafe



TUES

Nishtha
7-8 PM
Reid Cafe

Joy
4:30-
5:30 PM
STEM HUB



WED

Kylie
3-4 PM
Reid Cafe



THURS

Emilia
7-8 PM
Jewett Cafe



Schedule 1:1 Appointments via Handshake!

Want to connect? Email us at: rojase@whitman.edu | rajbhann@whitman.edu
mbayea@whitman.edu | nampasjn@whitman.edu | rolloskb@whitman.edu

Contact Us



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