

**“You got an interview!
Now what?”**

How to set yourself up for interview success



Overview

- What is needed to ensure a smooth interview process?
- This workshop will contain 3 segments focused on:
 1. **Making a plan**
 2. **Gathering information**
 3. **24-hour countdown**

Step 1: Making a plan



When?



Where?



Wear?

Making a plan: **When?**



- **When** is your interview taking place?
- Do you have other responsibilities during that time?
 - **Job:** find someone to cover your shift or speak with your supervisor
 - **Child care:** arrange for someone else to watch any children in your care

Making a plan: **Where?**



- **Where** is your interview taking place?
- If in person:
 - How are you going to get there?
 - If driving self, is parking available?
 - Is it accessible by CTA?
 - Can a ride from someone else being arranged?
- If virtual:
 - What technology is required?
 - Whether it's phone, computer, etc. -- do you have access to it?

Making a plan: Wear?



- What will you plan to *wear*?
- If you already have access to the outfit:
 - Make sure it will be ready to go on interview day
- If you need to obtain an outfit:
 - Check with Cara's clothing resources!



Step 2

Gathering Information

Don't Panic!



Background Research

- Review the company/organization website including values, mission, affiliations, etc
- Review the organization/company's leadership staff
Who is interviewing you?
- Review employer review sites (i.e. Glassdoor)



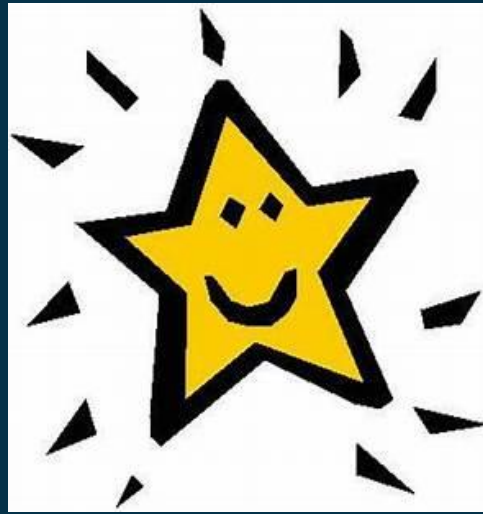
Know Yourself!

“Tell me a little about yourself.”

- Strengths
 - What do you do well?
 - What do you have to offer?
- Room to grow
 - Be humble, yet confident
 - Honesty is the best policy
 - We all have room to grow!
- Values
 - What's important to you?
 - Do your values align with the company's or organization's values?
- What is your experience?
 - Be a STAR!



The STAR Technique



Situation: Describe the situation or event you faced in school, work, or life.

Task: What was the task you had to complete?

Action: What did you do to achieve this task? Be specific!

Response: What were the results of you completing this task?

Be Yourself!





Step 3

24-Hour Countdown

Step 3: 24-Hour Countdown

1 Wellness Tips

2 Interview Setup

3 Managing Anxiety

24-Hour Countdown

1 Wellness Tips



- Sleep 7-8 hours if possible the night before
- Start your day with energizing foods and balanced meals
- Hydrate with water, refrain from excess caffeine

24-Hour Countdown

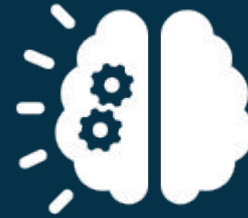
2 Interview Setup



- Create a virtual interview space
 - Remove distractions
 - Appropriate background
 - Adequate lighting
 - Helpful items nearby

24-Hour Countdown

3 Managing Anxiety



- Affirmations
- Paced Breathing
- 5-4-3-2-1 Grounding
- Cognitive Defusion

24 Hour Countdown

3 Managing Anxiety



Good luck!