Acing the Interview

How to increase your chances of job success

Lyn Bair & Jason Riley

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Meet Your Trainer

- Tonkawa Lodge

- Hometown: Austin, Texas

- Interesting Fact: Training Chairman, National OA Committee

- Head of Global Talent Acquisition, Ultra Clean Technology

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Jason Riley

Meet Your Trainer

- Tahosa Lodge

- Hometown: Basalt, Colorado

- Interesting Fact: Studying Chinese

- -K-16 Educator, Fulbright Scholar, Published author

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Lyn Bair, EdD

1. Objective 1: **"Be Prepared" for the Interview**

2. Objective 2: **Effective Communication**

3. Objective 3: **Extra advice from people that make Hiring Decisions**

1. Be Prepared

Getting ready for the Interview
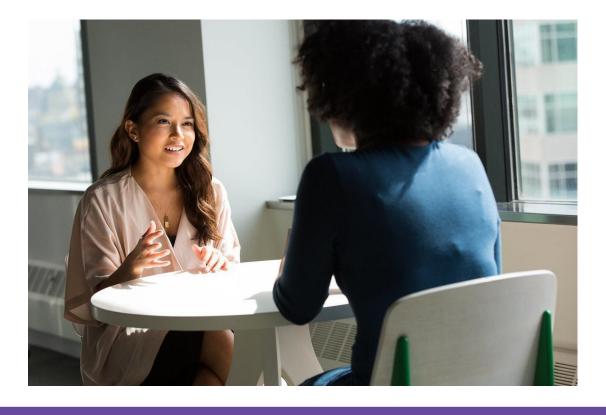
Be Prepared for the Interview

- **Know the Company**
- **Know the Job & its Role**
- **Practice typical questions**
  - Typical questions are online
    - AI & Google are your friends
- **Resume/Curriculum Vitae**
  - Translate schooling to applicable experience
  - Be able to speak to every point on your resume, don't embellish
- **Prepare 3-4 questions to ask**

2. Communication

Using Effective Communication

Using Effective Communication

- **Making a great first impression**
- **Appearance**
- **Confidence vs Arrogance**
  - Prepare & Practice
  - Think before you speak
    - Can you repeat the question?
    - Can I think about that briefly?
- **Body Language**
  - Eye contact
    Good Posture
  - Online & In-Person - Interview the same!
- **Ask your prepared questions... if you are given the opportunity**

3. Extra Advice

Advice from people making Hiring Decisions

Extra Advice

- **Be prepared for challenging questions**
  - How would you handle…
  - Typical job tasks
  - Weakness / Strengths
  - Opinions on "Hot Topics"
- **Post Interview Follow-up**
  - What are the next steps?
  - Thank You: notes and emails
  - Keeping your name on their list
- **Dealing with Rejection**
- **Demonstration/Performance**

Takeaway Challenge

A) Write three things you will do at your next job interview to excel.

B) Answer these questions:
   a) What might you STOP?
   b) What could you PRACTICE?
   c) What do you want to ADD?

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