

DEEP DIVE:

INTERVIEWING

Sample Only.

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Beyond Graduate School Deep Dive: Interviewing
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How to Make the Most Out of This Workbook

This workbook is designed to accompany video lessons in the Interviewing Deep Dive.

Completing this Deep Dive and its accompanying workbook activities will help you prepare for and ace a job interview, as well as determine when and how to negotiate a job offer.

This workbook contains reflective activities, templates and prompts to help you prepare for your interview and practice answers to common interview questions. It will also help you approach negotiating a job offer, including figuring out if a negotiation is necessary and what you can negotiate in a job offer.

Each video lesson contains a set of “next steps” to take after watching and listening. Take time after each video to complete the activities in this workbook. Doing so will help you apply what you’re learning to your own unique situation and help you move forward in your job search.

-Your Beyond Graduate School Team-

Lesson 1: How to prepare for your interview

Activities

Set yourself up for interview success

Following the guidelines in this lesson, make a plan for your own upcoming interview. How will you get to the interview? What time do you need to leave? What do you need to bring with you? If needed, plan in the space provided below.

Decide what you'll wear

Spend a few minutes considering your attire for your upcoming interview. Make a plan and budget for acquiring any items you might need. If needed, plan in the space provided below.

Prepare to answer the “any questions for us?” question

Prepare some questions to ask the employer at your interview. We’ve included some examples below to get you started, but feel free to come up with additional questions specific to your own unique situation. Draft your questions below!

- What skills do you think are most necessary for someone in this role?
- Who will I be working most closely with?
- How would you describe the company’s culture?
- What do you enjoy most about working for this company?
- Are there any professional development opportunities for new employees?

Lesson 2: Interview overview

Activities

Get familiar with the hiring process for your field

We presented general information in this lesson about the different types of interviews you might expect to encounter during your job search. But the interview process can vary by company and industry. What specific questions do you have about the interview process for your field? Make a list in the space provided below.

Connect with someone who has the answers you need

Who are 3 people in your network who can help answer your questions? Make note below, and reach out to them this week to schedule informational interviews to help you gather the information you need to be successful in your interviews.

Lesson 3: What do I need to know before my interview?

Activities

Identify what you need to know

As you move into the interviewing and negotiating stage of your job search, you likely have additional questions. What new questions do you have? For example, do you know how many interviews you can expect? What kinds of questions you can expect to be asked? How you should prepare for your interview? Write your questions below.

Find a person who can answer your questions

Who in your network can help answer your questions? Make note below, and reach out to them this week to schedule an informational interview to help you gather the information you need to be successful in your interviews and negotiations.

Lesson 4: Preparing STAR statements for your interview

Activities

Write a STAR statement

Consider a prior work experience (could be academic or non-academic). In the space provided below, write a STAR statement that you could use to describe that work experience in a job interview. Remember that STAR is an acronym that stands for Situation, Task, Action, and Result. You will want to make sure that your STAR statement highlights a specific skill and how you used that skill to achieve a successful outcome.

Make your STAR statement work for multiple questions

Good STAR statements are ones that can be repurposed to highlight different skills and answer a variety of different interview questions. Rewrite the STAR statement you composed above so that it highlights a different skill.

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