

Welcome to Interview Strategies!



We will start in a couple minutes. While you wait:

✓ Please mute (for now)



✓ Turn on subtitles (Note: REV's logo appears as "LIVE" on the top left corner of Zoom. This session is not being recorded.)

- Hover your cursor over the Zoom toolbar at the bottom of your Zoom screen
- Click on the three dots in the bottom right corner. Select "Show Subtitles"



✓ Display your name

- Hover your cursor over the square with your name and click on the three dots in the top right corner
- Use the "Rename" function to display your preferred name



✓ In the chat (centre, bottom of screen):

- Name, department, what you hope to gain after today's workshop?

Interview Strategies



CLNx.utoronto.ca

STUDENT
LIFE

Career Exploration
& Education



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Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Access Check

We understand access to be a shared responsibility between everyone in this space. We strive to create an accessible space that reduces the need for you to disclose a disability or impairment for the purposes of gaining an accommodation. In doing this together, we strive to welcome disability, and the changes it brings, into our space. ([AODA Office](#), *University of Toronto*)

- **What do you need to engage in this virtual space today?**
- **Are there any access needs we could address as a group to support your engagement?**

Equity Statement

The Division of Student Life at the University of Toronto is driven by a mission to “enrich the university experience *for and with* students by fostering learning, growth, connections, community, and support” ([*Student Life webpage*](#), 2021).

Career Education seeks to do this through a commitment to equity, diversity, inclusion, access, belonging and reconciliation as we navigate career conversations and skill development, while simultaneously recognizing that career education is limited by its grounding in a Euro-Western worldview.

- **What is one thing we can each do today to contribute to an equitable and inclusive space? (*Please reflect privately; this will not be shared.*)**

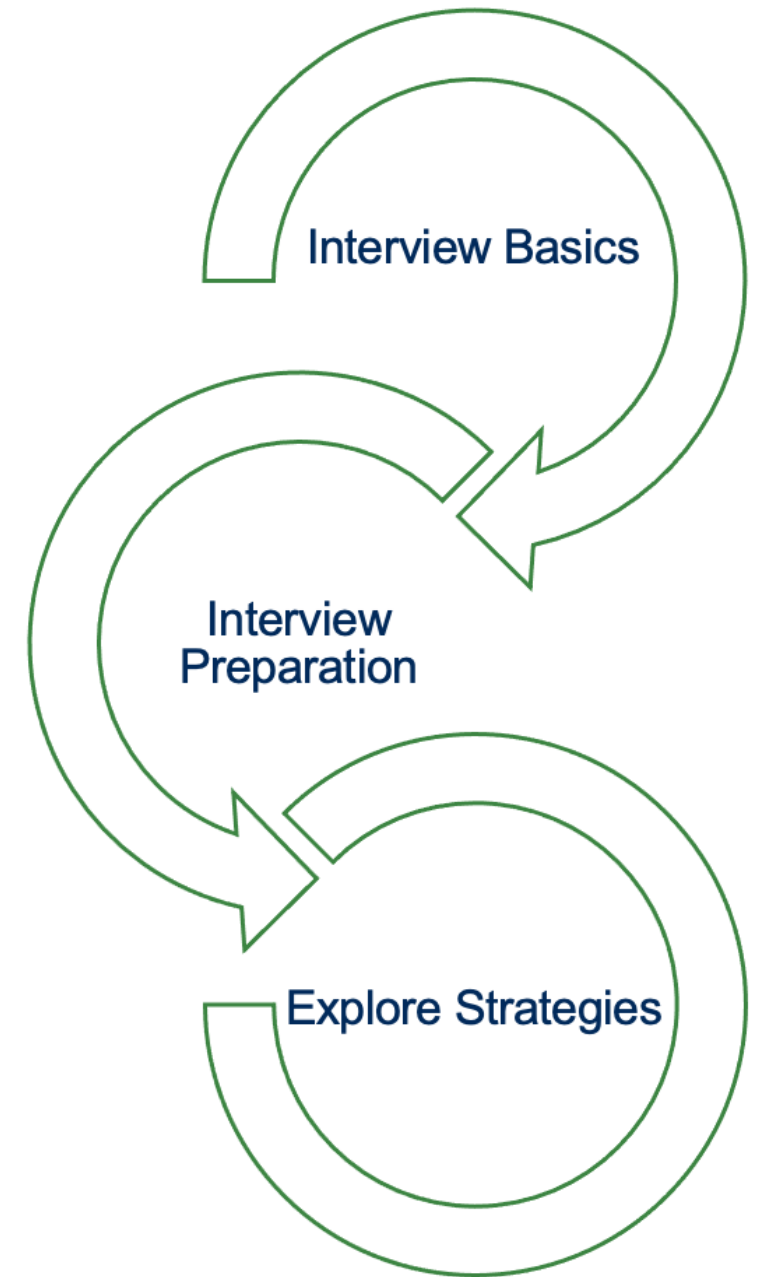
Forms of Engagement

In this workshop, you can expect to engage through the following formats and mediums:

- Optional sharing on-mic and/or in the Chat
- Discussion questions and open Q&A (via Chat or on-mic, your preference)
- Breakout Rooms of 3-4 ppl
- Short activities for personal reflection
- Large group review of online webpages

A Plan for Our Time Together

1. Understand **the interview process & what to expect** in virtual and in-person interviews
2. Understand **steps for effective interview preparation** and explore strategies for responding to potential interview questions (*Research, question preparation, STAR model and practice*)
3. **Explore strategies** to lower interview anxiety, handle questions that may be discriminatory and ask for accommodations.



Up Next: What is a Job Interview?



What is a Job Interview?

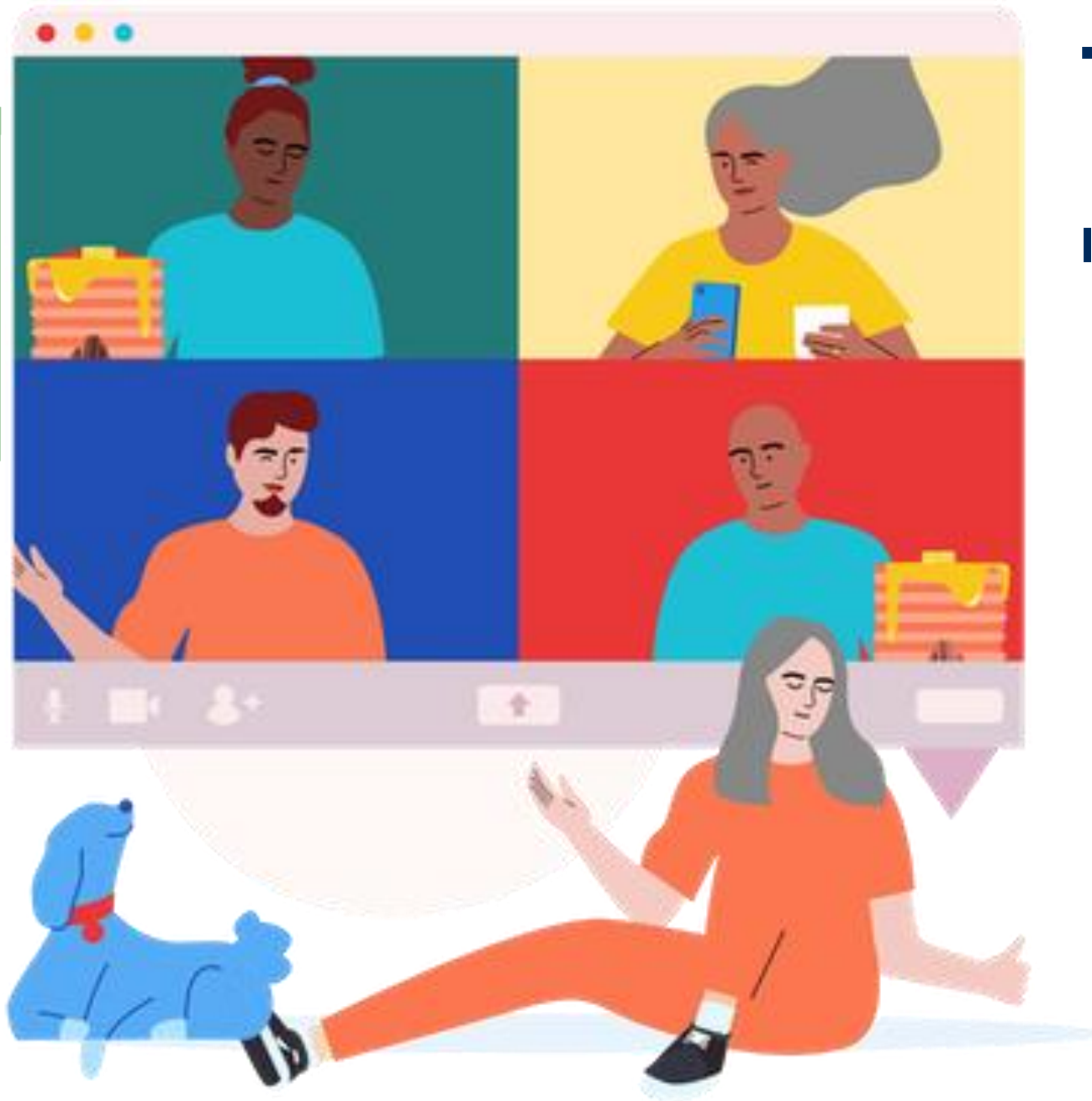
- **Interviews are about storytelling.** Interviews involve telling successful 1- 2 minute career-related stories which demonstrate that you have the skills and experiences to succeed in the job.
- **Interviews are two-way,** you are assessing if this is the right role for you, too.
 - How well does the job match your skills and interests?
 - Will it challenge you and for how long?
 - What is the working environment?

Tell Your Story!



In your breakout rooms:

- Introduce yourselves!
- Establish someone to keep time and give the speakers a warning when they have hit 45 seconds.
- Each person to share a career story, 30-60 seconds long (max), about a time they succeeded or learned a valuable lesson (or something else!).
 - *Stories can come from work, school, volunteering, etc.*



Interview Formats

- Multiple Rounds
- Screening by Phone
- Pre-Recorded Video
- Back-to-back interviews
- Panel, Board & Committee
- Case Interviews
- Technical Test

What other types of interview formats exist? What have you experienced? Share in the chat.






Types of Remote Interviews

- Phone Interview
- Live Video Interview (Skype, Zoom, MS Teams, Google Hangout, etc.)
- Pre-Recorded Video

What are some benefits and challenges of a remote interview? Please share in the chat.





Work styles /
soft skills
assessments

ie Myers
Briggs (MBTI)

Gamified
assessments

ie Video
Games (or
similar)

“Take-home”
assignment
or case

Case Study

Reviewing
your online
presence

Social media,
LinkedIn,
Google, etc.

Other Remote Selection Tools

Up Next: Interview Preparation

Interview Preparation

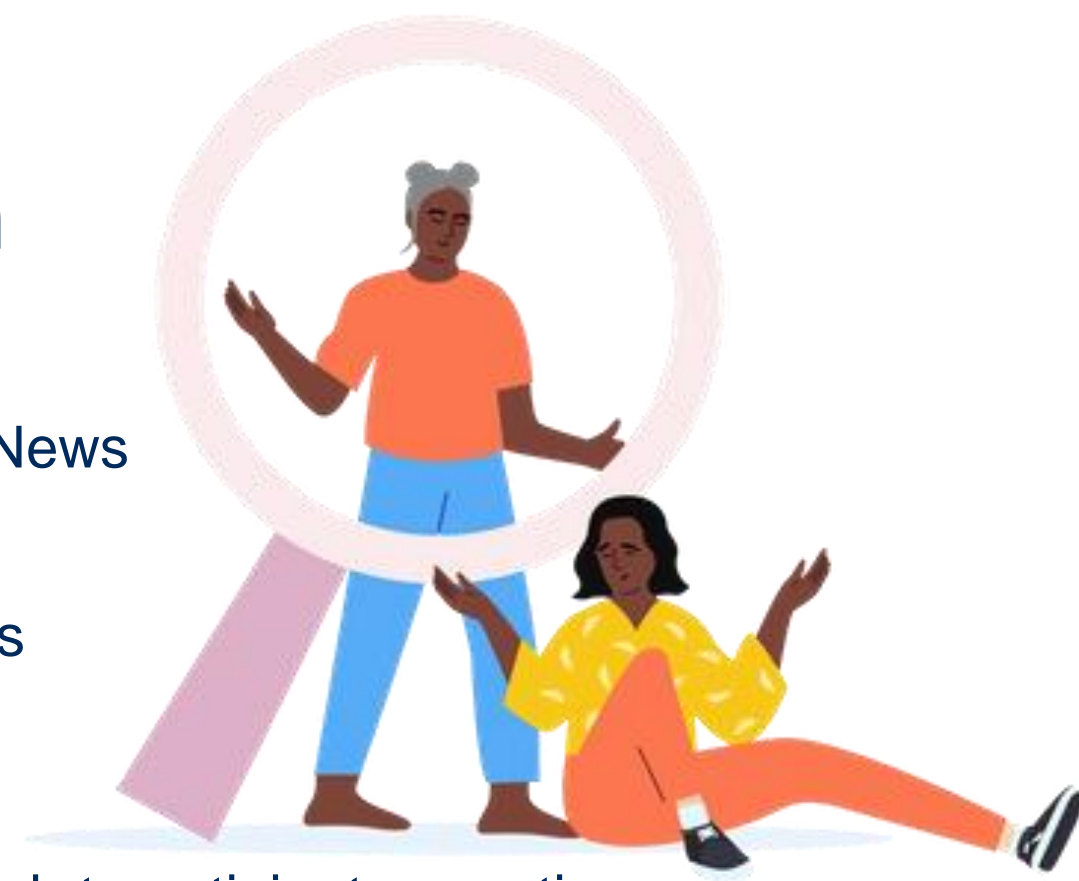
1. Research

- Organization - Website, Social Media, News
- Industry
- Interviewers and format
- Network with past or present employees

2. Question Preparation

- Interview Strategies Guide
- Look to job description and your research to anticipate questions
- Create responses in response to anticipated questions
- Prepare questions to ask them

3. Practice



Question Preparation T-Chart

Top Required Skills	Interview Questions
1-on-1 advising (consultations)	What are some important qualities or skills that a student advisor should have and why? How would you demonstrate these?
Group advising and workshop facilitation	Tell me about your experience providing peer-to-peer support that made a difference in another student's personal or academic life?
Providing constructive feedback (group or individual)	Tell me about a time you provided constructive feedback. What was the person's reaction?
Technical knowledge	Experience screening/editing resumes, and knowledge of common mistakes

Up Next: Interview Questions!

Interview Questions!

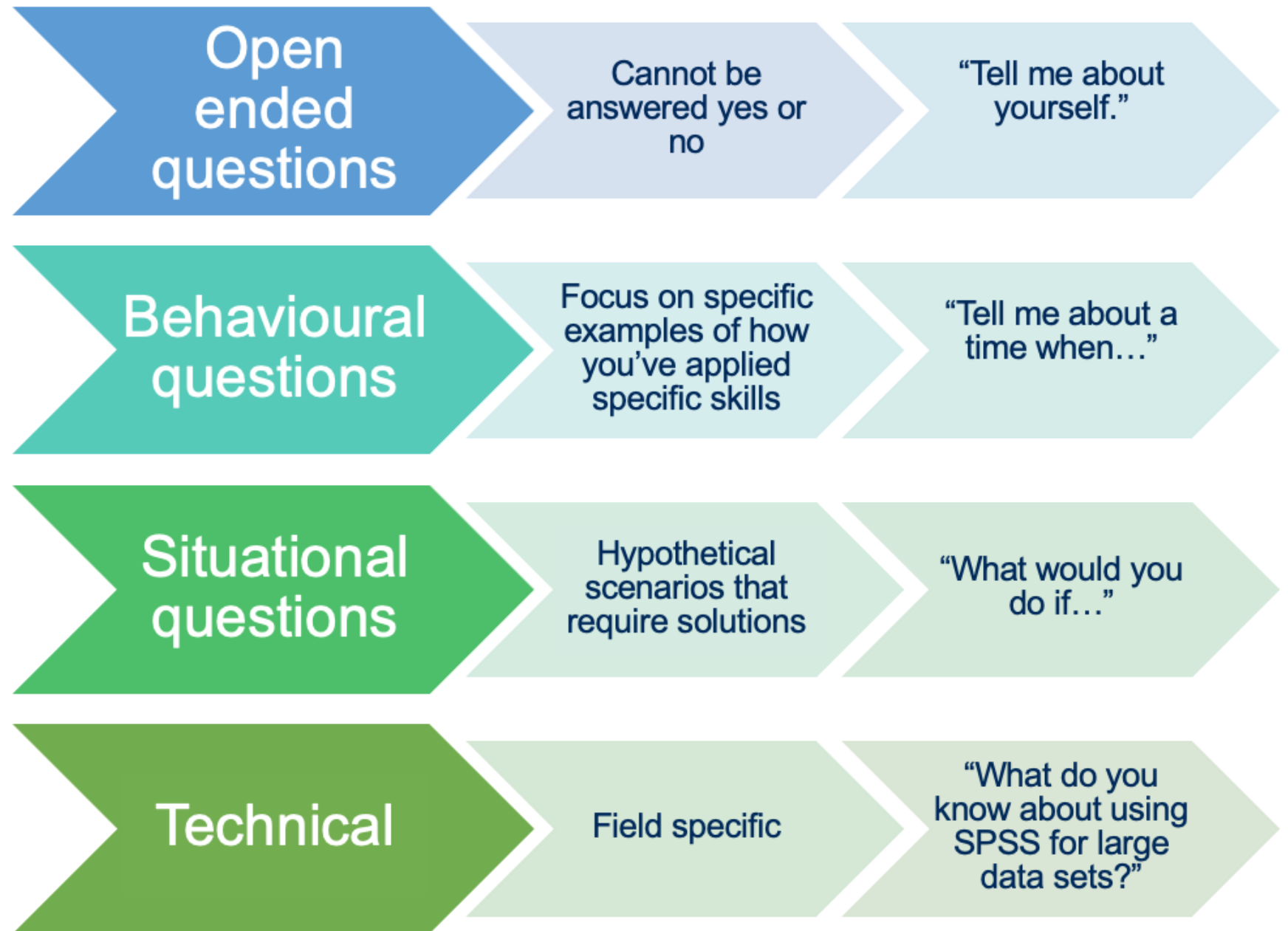


What is one question
you've **had success**
answering in the past?



What is one question
you've **struggled with**
answering in the past?

Types of Interview Questions



Answering Behavioural Questions



Be specific and relevant, illustrating how YOUR experience is right for the job. The **STAR** method can be a helpful way to structure your response.

- **Situation** – When and where did you demonstrate the skill/qualification?
- **Task** – What was your task/ challenge? What were you required to do?
- **Actions** – What did you do? What steps did you take?
- **Result** – What came out of the experience? What did you learn?

You can also **STARR**, through demonstrating the **R**elevance of your response by linking it to the position.

BREAKOUT ROOM PROMPT:

**Tell me about a time when you were working on a team and a conflict arose.
How did you resolve the situation?**

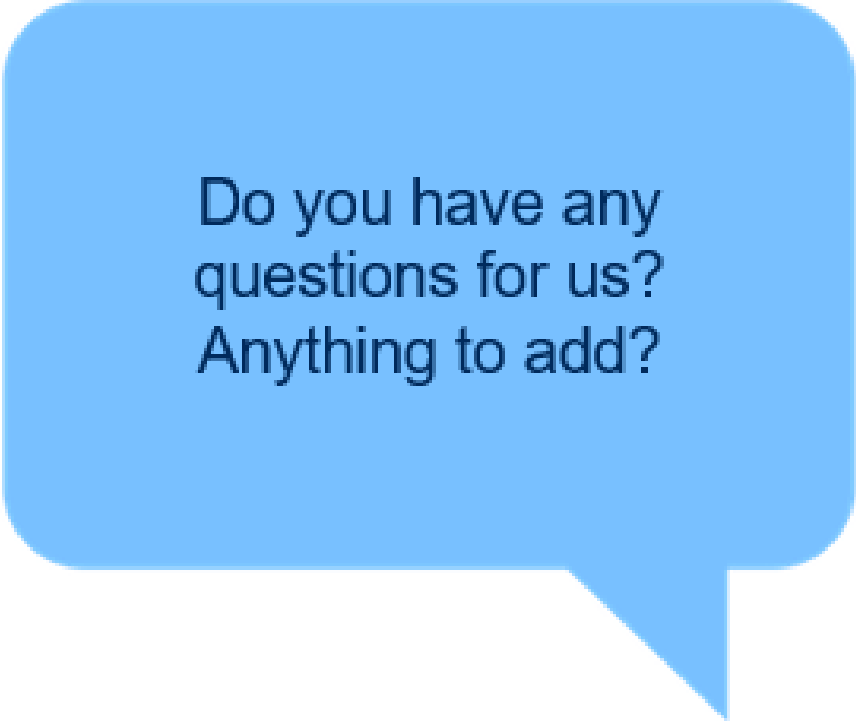


Discrimination in Job Interviews

- **Know your rights!** Labour laws govern employment equity and prevent employers from asking about: *immigration, religion, ethnicity, gender, sexual orientation, disability, language, field of study, family circumstances, cultural perceptions, marital status, age, and other factors!*
- **Research** company culture, looking for equity statements as well as **first-hand experiences** if possible
- **Prepare how you want to respond** to any discriminatory questions on the spot

At the End of an Interview

- Good questions allow you to learn things that will help you determine if the organization is one you would want to work for / with.
- Opportunity to add / clarify an earlier response
- Your final 30 second pitch for why they should hire you
- Ask when you should expect to hear from them



Do you have any questions for us?
Anything to add?



Interview Follow-Up

- Send a thank you email within 24 hours
 - 86% of employers view candidates who do not send thank you notes as clearly not good at 'follow through'
 - 22% of employers are less likely to hire a candidate who does not send a thank you
- Check-in but be patient as you wait for next steps
- Be ready with references

Tips and Tricks for Remote Interviewing



- Be yourself!
- Be punctual
 - *Right on time (max. one minute early!)*
- Dress professionally
- Be mindful of movement
- Look directly at your camera wherever possible
- Tone of voice
 - *Be genuine and enthusiastic*
- Pause, be concise

Up Next: Technical Tips for Remote Interviews

Technical Tips for Remote Interviews

- **Equipment** fully charged
- Test **software** in advance
- Do your best to ensure a **reliable Internet connection**
- Set-up a **quiet location** with a **neutral background**
- Set-up lighting to **light you from the front** if possible
- **Reduce distractions** and interruptions
- Have a **back-up plan** (ie a phone number if audio is choppy)



[Check out this video for more information:
How to Look Good in Virtual Interviews - Tips & Training](#)

Fostering Interview Readiness



- Visualization
- Breathing
- 5-4-3-2-1 Grounding Technique
- Exercise/movement
- Listen to your favourite music
- Affirmations
- Plan an enjoyable activity post-interview

For visualizations, breathing, and the 5-4-3-2-1 grounding technique, the more you practice ahead of time, the more effective it will be during an interview!
Check out [Kristen Neff's work](#) for more practice in these areas.



Practice, Practice, Practice

- Practice interview with peers, friends, or even yourself (record your answers)
- Utilize Big Interview
 - On [CLNx](#) under Resources
- Book an Appointment for Mock Interview Practice with a Career Educator
 - On [CLNx](#) under Appointments

Practice
MAKES
~~perfect~~
progress

Deciding If and When to Disclose

- Disclosure of any part of your identity is a PERSONAL choice
 - With disability, you are not required to disclose if your ability to do the job will not be affected
- Choose when and if you disclose your pronouns based on your own comfort level, taking into account the impact that disclosure may have on your success at different points in the interview process.
 - Check out [Your Journey: A Career Guide for Trans and Non-Binary Students](#)
- Legally, an employer cannot ask you a question about a disability and, if your disability will not affect your ability to do the job, you are not required to disclose.
 - If you need accommodations for your interview – ask for them ahead of time! Ask for what you need and explain it to the employer with as much honesty and transparency as you feel comfortable.
 - [Understand your rights](#) regarding disability (and all aspects of your identity) to ensure you are making the best choice for YOU!





Key Messages

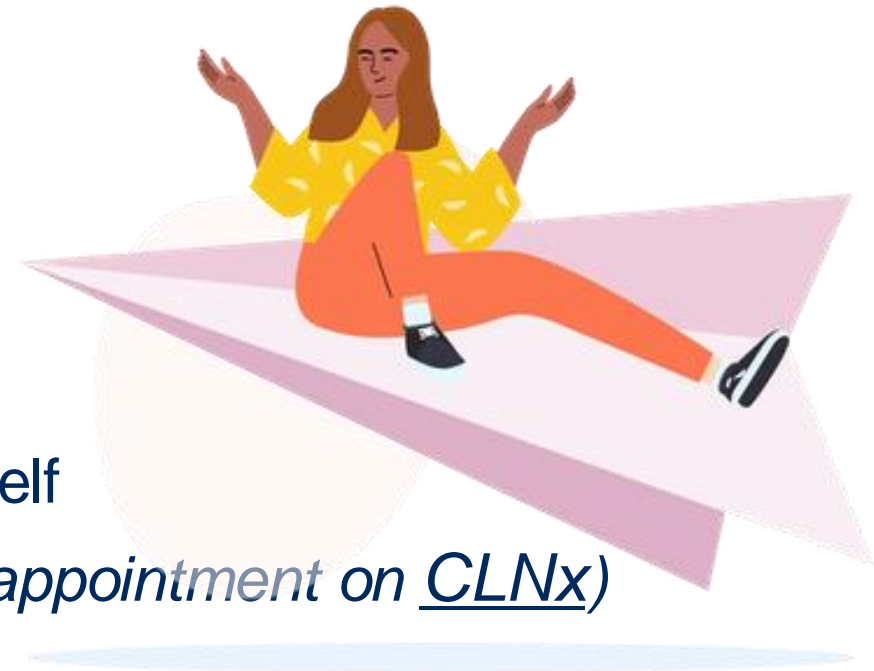


Up Next: Next Steps

Next Steps

Interview Practice

- Big Interview (*access via [CLNx](#)*)
- Practice interviewing with a peer, friend, or yourself
- Mock Interview Practice appointment (*Book 1:1 appointment on [CLNx](#)*)



Additional Interview Resources

- [Career Exploration & Education website](#)
- [Interview Techniques Guide](#) (*includes sample questions*)

Other Resources

- Check out a 'Know Your Rights' workshop, co-hosted with a Career Educator and Downtown Legal Services (*access via [CLNx](#)*)

Thank You – Q & A



To ask a question:

- ✓ Unmute
- ✓ Turn on your video if you like
- ✓ Use the chat



Before you leave:

- ✓ In the chat, share:
 - ✓ What has been your key take-away from today's session?

Student Life Online

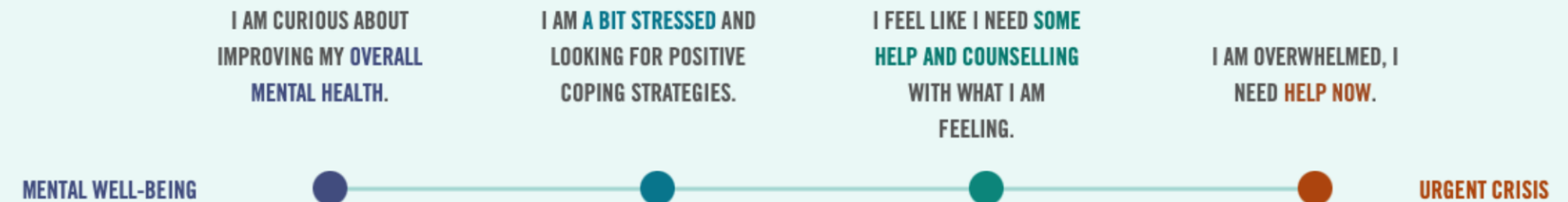
- Find answers to [Frequently Asked Questions](#) regarding **Student Life programs and services** during COVID-19
- Find [answers to frequently asked questions](#) about coping with **stress, residence, help for international students and safety abroad** from the Office of the Vice Provost, Students.

Be Well

- U of T My SSP: Call **1-844-451-9700** or **001-416-380-6578** (outside North America) or download the app at the [Apple App Store](#) or [Google Play](#). Immediate counselling support is available in 35 languages and ongoing support in 146 languages.
- [Good2Talk Student Helpline](#): Call **1-866-925-5454**. Professional counseling, information and referrals student helpline for mental health, substance use disorder, and well-being.
- [Anishnawbe Health Toronto Mental Health Crisis Line](#): Call **416-360-0486**

Seeking Mental Health Support at the University of Toronto

SEEKING MENTAL HEALTH SUPPORT AT THE UNIVERSITY OF TORONTO?



No matter where you are on the mental wellness continuum, from being proactive about your well-being, to feeling stressed and needing urgent help, U of T is here to support you.

We want to empower you to find the resources you need to feel and do your best. We have two new tools to help you.

Navi & Mental Health Resource Hub



An anonymous chat tool that can respond to specific questions and direct you to helpful resources. Check out Navi if you want help on specific topics, like test anxiety or roommate issues, or if you're simply feeling stressed but don't know where to start.

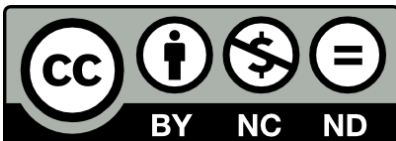
Look for the Navi icon on many U of T websites or visit **uoft.me/navi**.

MENTAL HEALTH RESOURCE HUB

A website where you can browse programs and services on all campuses, build a personal tool kit of apps and resources or explore the stepped care model of service.

mentalhealth.utoronto.ca

If you are in crisis, visit
uoft.me/feelingdistressed
or call/visit My SSP at
1-844-451-9700 or **uoft.me/myssp**



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