

A detailed street map of a city, likely Salt Lake City, Utah, is shown. Several red pushpins are placed on the map, marking specific locations. The map includes street names like HOWARD, HALL, HAMILTON, CLAY, and NUCKOLLS. A large, semi-transparent white circle is overlaid on the map, centered on the downtown area. The title 'Preparing for the Interview Process' is written in bold black text across the top of the circle.

Preparing for the Interview Process

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April 15, 2014



COPH Career Services

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www.unmc.edu/publichealth/CareerServices.htm



COPH Career Services

<http://www.unmc.edu/publichealth/CareerServices.htm>

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Career Services

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Message from the Director

Job Search Services

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Welcome to the College of Public Health's Career Services!

Services available to students and alumni include:


- Resume review
- Mock interviews
- Career panels
- Career counseling
- Career development educational sessions

Services available to employers include:

- Posting and marketing of open positions
- On-campus recruitment opportunities

For more information about any of these opportunities, or to schedule an appointment, please contact Career Services at: brenda.nickol@unmc.edu or 402-552-7226.

CONTACT CAREER SERVICES



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The Basics



Job Search Stages

MPH: You meet a minimum or preferred qualification

Resume & Cover Letter:

You possess the skills and qualifications they are looking for

Interview:

- Your experiences demonstrate your skills and abilities to perform the job duties
- You are motivated to do the job
- You are a good fit for the organization

Job!



Goal of the Interview

Showcase your:

- **Skills:** Your experiences demonstrate your skills and abilities to perform the job duties
- **Motivation:** You are motivated to do the job
- **Fit:** You are a good fit for the organization

George Bradt, "Top Executive Recruiters Agree There are Only Three True Job Interview Questions," Forbes, 4/27/2011 <http://www.forbes.com/sites/georgebradt/2011/04/27/top-executive-recruiters-agree-there-are-only-three-key-job-interview-questions/>.

Martin Yate, "Knock 'em Dead Job Interview," Adams Media, 2013.



Types of Interviews

- Screening Interview
- Phone Interview
- Skype Interview
- In-person Interview

And any of them can be with:

- HR
- Hiring Manager
- Panel



Nature of Interview

- Skills Questions
- Behavioral Questions
- Case Study
- Presentation



“Soft” Skills & “Hard” Skills

Hard Skills include:

- Data analysis
- Survey design
- Program evaluation
- Grant writing
- Budget preparation

Soft Skills include:

- Verbal and written communication skills
- Collaboration and partnering skills
- Ability to work with a team
- Ability to problem solve



Preparation



Preparing: Logistics

- You get the call... Ask:
 - Exact location of interview
 - Contact information
 - If there is anything you should bring
 - With whom will you be interviewing?



Preparing: Research

- Research the organization (mission, values, priorities, etc.) and position as much as possible
- Look up the interviewers on LinkedIn
- Reach out to connections who can provide insight
- Do a test drive to the location



Preparing: Yourself

- Write out all experiences (paid, unpaid and student), identifying examples that align with job description

Interviewers are much more likely to remember examples than generic statements!



Preparing: Yourself

- Write out all experiences (paid, unpaid and student), identifying examples that align with job description
- Prepare questions to ask at the end of the interview



Questions to ask Interviewers

Do ask:

- Something
- Genuine questions
- Questions that help you both illustrate and determine fit
- About timeline and next steps so you know when to follow up

Do not ask:

- About anything you could easily find on their website
- About compensation or any other benefits
- Too many questions—keep an eye on time and their interest



Questions to ask Interviewers

- Prepare 5-10 questions
- Don't be afraid to respond to their answers in a way that showcases something additional about yourself as a candidate



Preparing: Yourself

- Write out all experiences (paid, unpaid and student), identifying examples that align with job description
- Prepare questions to ask at the end of the interview
- **Practice with a mock interview**



Preparing: Technology

- If a phone or Skype interview, test out all aspects of technology in advance
- If you need assistance finding a quiet, dedicated place, let Career Services know
- Skype
 - Lighting
 - Camera position
 - Internet connection
 - Background
 - Audio



Preparing: Don'ts

- Rehearse so much that your answers feel unnatural or 'canned'
- Forget to look into every possible connection that you may have to the organization
- Think you can wing it!



Day of the Interview



Getting Ready

- Dress professionally (suit)
 - Select your outfit and try on every piece well in advance, so you have time to shop for or borrow needed pieces
- Closed-toe shoes
- Excellent personal hygiene
- Minimal to no perfume/cologne
- Minimal jewelry (nothing that jingles)
- No gum—use a breath mint



Arriving to the Interview

Must bring:

- Paper and pen (padfolio)
- Copies of resume
- List of questions
- Directions & contact info in case you get lost

Optional:

- Work samples

- Show up on time (10min early)
- Turn off cellphone
- You are 'on' from the moment you enter their property





During Interview

- Make eye contact and smile
- Good body language (posture, no fidgeting)
- Show ‘intelligent enthusiasm’* (you can do the job and are excited about it!)
- Use examples as much as possible
- It is okay to take notes





Nature of Interview

- Case Study
- Presentation

Expect the unexpected!



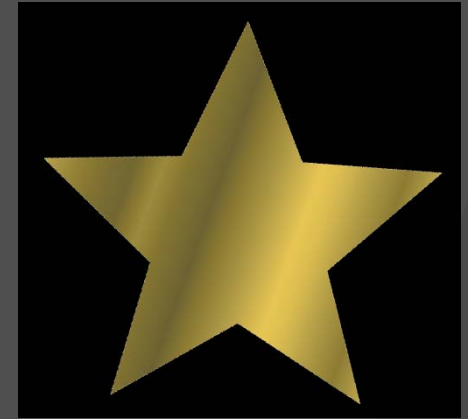


Nature of Interview

- Skills Questions
 - “What experience do you have with cleaning and analyzing large datasets?” (S)
- Behavioral Questions
 - “Tell us about a time when you dealt with a difficult interpersonal conflict at work.” (F)
 - “Give us an example of how you have implemented an evidence-based program.” (S)



STAR method



- **S**ituation — describe the context of the situation/scenario
- **T**ask — provide a brief overview of what you were supposed to do
- **A**ction — explain what you did to accomplish the task
- **R**esult — state what was accomplished as a result of your actions



Questions to be ready for

Q: Tell us a little bit about yourself (S, F, M)

A: ~90 sec. Very basic background, how you got to where you are and why you are excited about this position

Q: What is your understanding of this position and why are you interested in it? (F, M)

A: Show that you ‘get it.’ Do not simply list the tasks in the job description—capture the overall purpose and nature of the position. Then, illustrate why you are a good fit.



More Questions

Q: Where do you want to be in Xyrs? (F)

A: Even if you don't know, say something that aligns with this position.

Q: What are your greatest strengths/Value Add?
(S, F, M)

A: Pick 3; do not ramble; give an example; good to have both hard and soft skills

Q: What are your greatest weaknesses? (S, F, M)

A: Say something real and how you have or are addressing it



Tips for Good Answers

- Remember good paragraph writing structure
 - Start with a ‘thesis’ statement
 - Provide supporting evidence (your examples)
 - Conclude strong, tying everything you just said back to this specific job and organization
- Use the STAR method when possible
- Be genuine
- It is never anyone else’s fault



At Conclusion of Interview

- Thank everyone—shake hands
- Ask for business card if you are able
- Thank administrative personnel on way out



After the Interview



Follow Up

- Send a hand written thank you note
- Follow up at an appropriate time
- Communicate (again) with anyone who can put in a good word for you





Questions?



Details, handouts, recordings, etc.

<http://www.unmc.edu/publichealth/events.htm>



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