



Welcome to

How to Ace Your Next Job Interview

To join the audio portion by phone, please dial: **888.483.1644**

Passcode: **4811835**

The webinar will begin soon. While you wait, please share in the chat box: Have you ever had to demonstrate a skill in an interview?

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

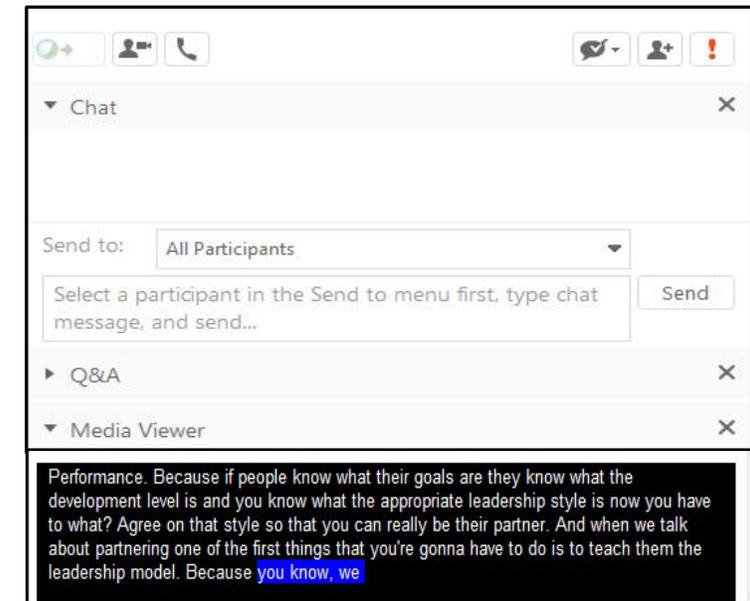
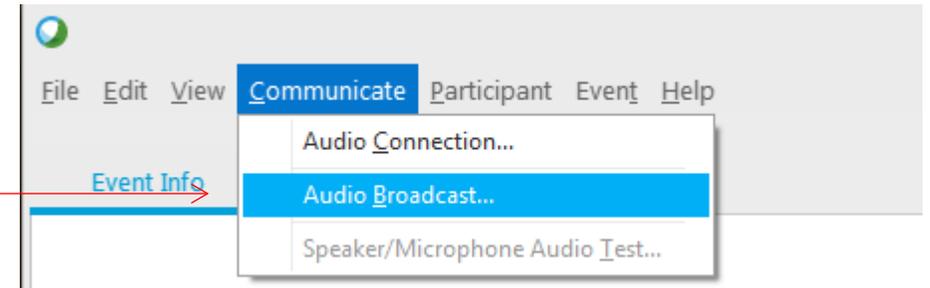


Dial: **888.483.1644**

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Connecting to Audio

- Audio broadcast
- Call in via phone (number and passcode listed on each slide)
- View Closed Captions in the Media Viewer panel

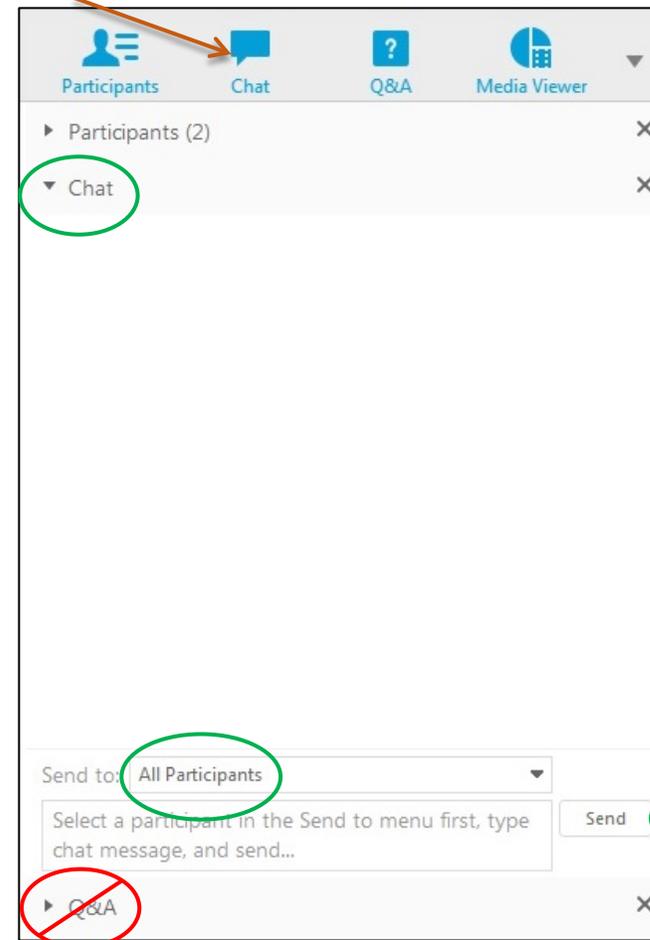


Tips for Participating

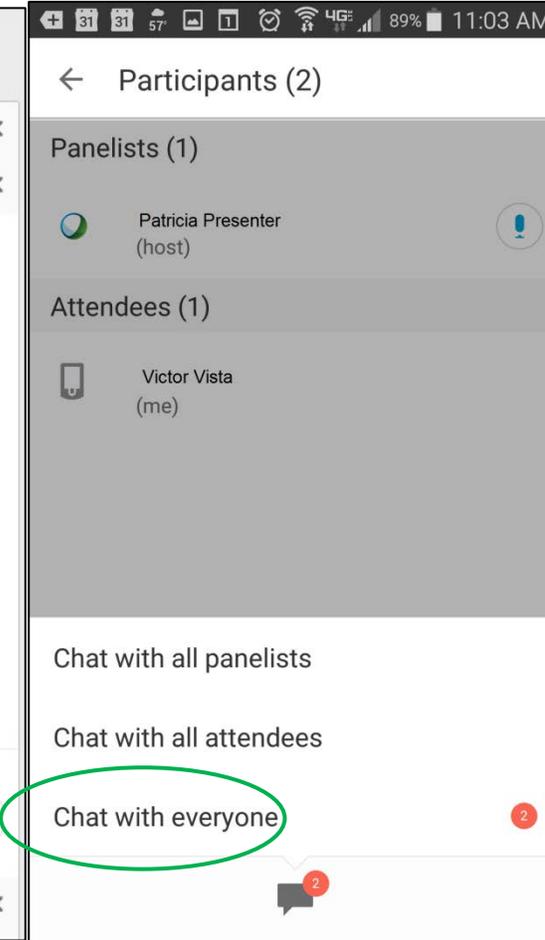
- Share comments and ideas in the Chat panel (send to “All Participants”)
- Ask questions in the Q&A panel (send to “All Panelists”)
- Some WebEx features are not available on mobile devices
- Links and recording will be available after the session

Click this button if you don't see the chat panel.

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Today's Speakers



Calvin Landrum

AmeriCorps VISTA
Training Coordinator



Liz Matthews

AmeriCorps VISTA Alumni
and Employer Team Lead

Today's Agenda

Before

- Preparing for an interview

During

- Be your best on the day of

After

- What to do post-interview

Poll Question

- Poll #1: Where are people in their service year? (If you're an alum, when did you finish?)
- Poll #2: How many job interviews have you had in your career so far?

Preparing For The Interview



Research the Employer

Read their website(s) *thoroughly*

- What can you learn about their mission and culture?
- What are their current priorities or initiatives?
 - Do they have a strategic plan posted?
- What is their social media footprint?



Research the Employer

- Are they in the news? Has their industry been in the news?
- Who are they connected to on social media?
- Are they financially viable?
 - Guidestar
 - Better Business Bureau



Research the Interviewer(s)



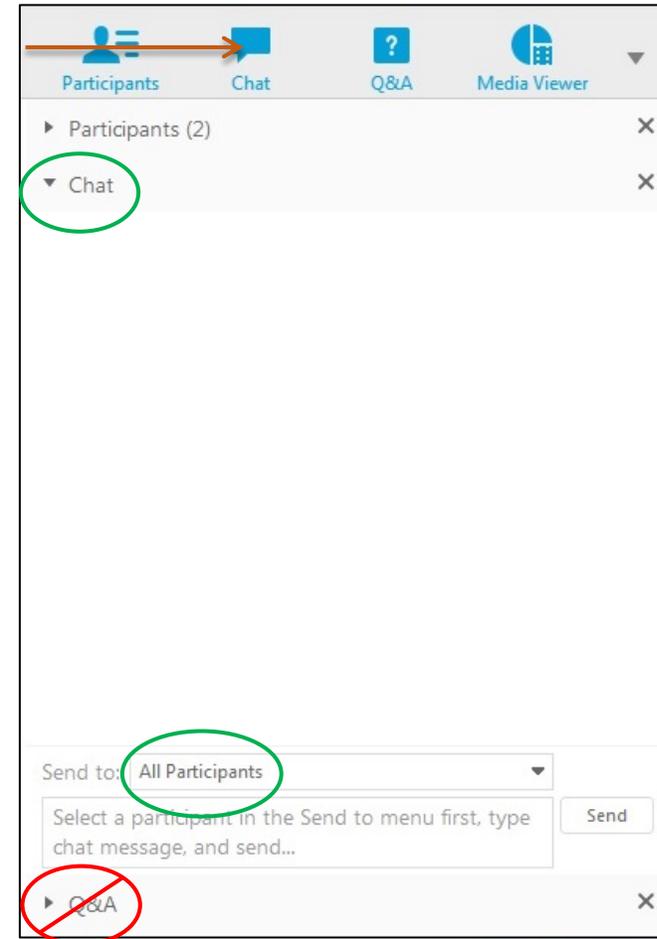
- Do you know who is conducting the interview?
- Do you have any connections with other employees at the organization?

Chat Question

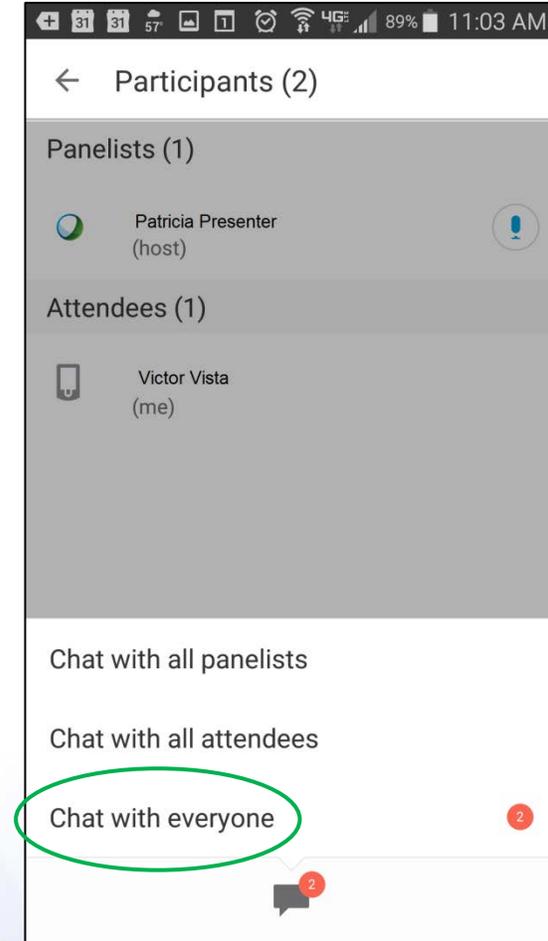
Click this button if you don't see the chat panel.

- What are some common interview questions you might expect to be asked?

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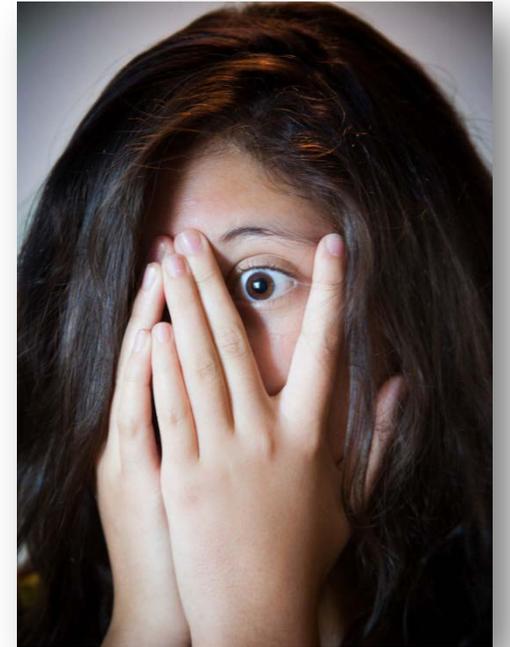
Anticipate Questions You Will Be Asked

- Practice common questions
 - <https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>
- Reread the job announcement
 - Prepare examples
 - Prepare for scenario questions



Dreaded Questions

- What are your weaknesses?
 - Pick something that is *not* relevant to this position
 - Offer how you handled a situation and what you've learned since
- What are your strengths?
 - Pick examples that are related to this position



Talking About AmeriCorps VISTA



- Prepare a quick 30-60 second description to explain your VISTA experience to an employer
- Identify data points and stories from service to highlight
- Create a portfolio of service accomplishments you can share in your interview

VISTA Service Portfolio Kit:

http://www.vistacampus.gov/sites/default/files/VISTA_Service_Portfolio_Toolkit.pdf

Prepare To Talk About AmeriCorps VISTA

“I served as an AmeriCorps VISTA member in southeastern Louisiana at a domestic violence shelter. It was an amazing experience as I was given greater responsibility than I would have had at an entry level job. I was able to create lasting change for the organization by developing a teen dating violence curriculum that is now delivered throughout the area high schools.”

Prepare Questions You Can Ask Them

How would you describe a typical day and week in this position?

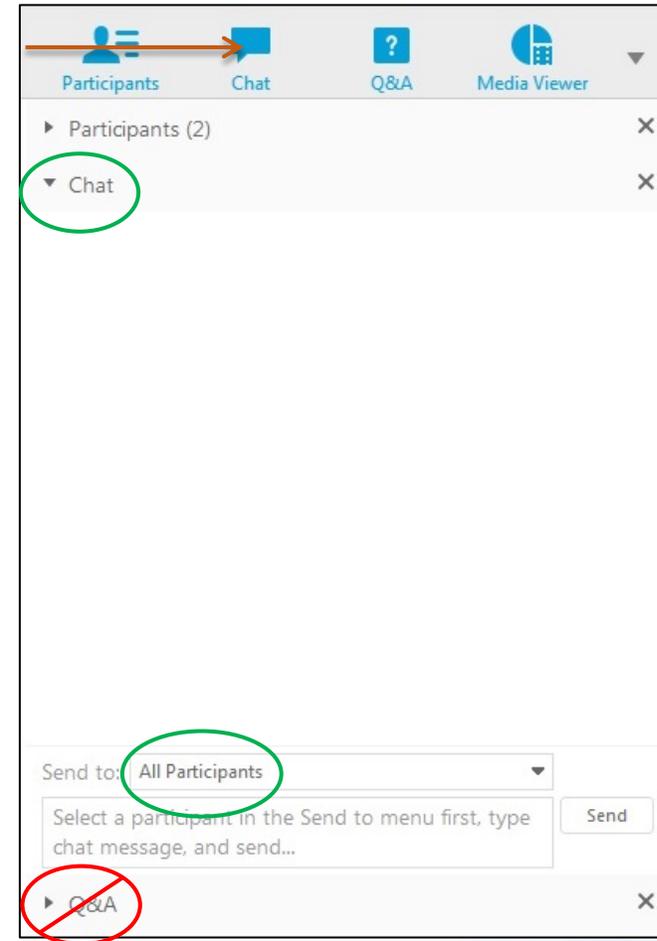
Can you tell me more about this position and what you're looking for?

Chat Question

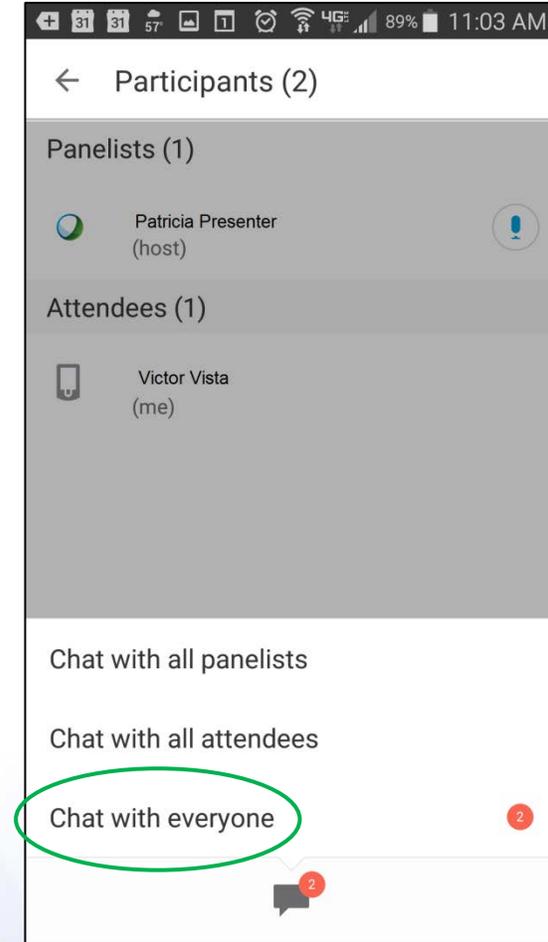
Click this button
if you don't see
the chat panel.

- What are some interview questions that you have asked a potential employer?

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Getting Ready

- Get a good night's sleep
- Eat a good breakfast, have the *right* amount of caffeine
- In person interview:
 - Map your route well ahead of time
 - Arrive early
 - Visit the restroom prior to look in the mirror one last time



Getting Ready: Video/Phone

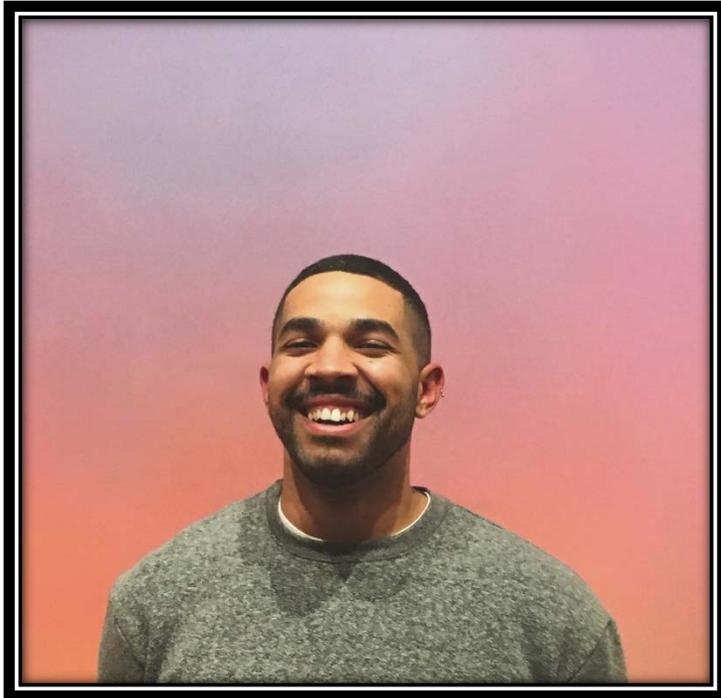


- Test your setup!
 - Make sure you have good lighting and *quiet space*
 - Test your audio connection
 - Practice with a friend

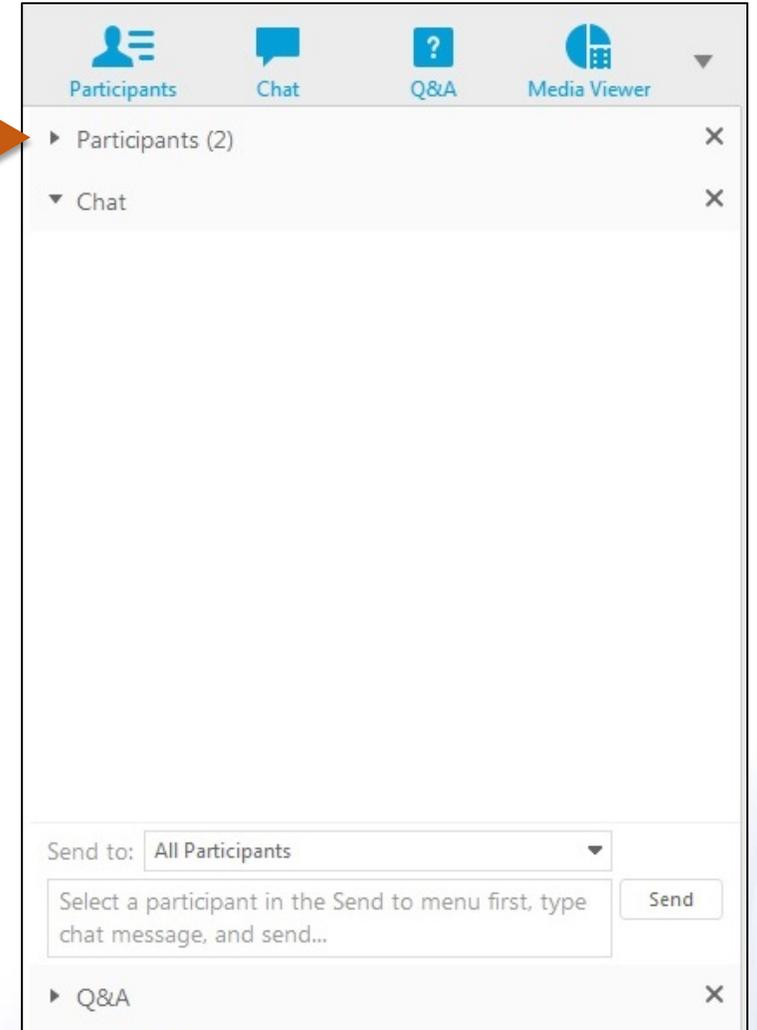
In The Interview

- Stay calm and confident
 - Make sure your handshake is firm
- Show your excitement
 - Smile, use humor
- Be your best professional self
 - Don't text, chew gum, wear strong perfumes/cologne

Good Luck Calvin!



Open the participants panel to view video stream.



The screenshot shows a meeting control panel with the following elements:

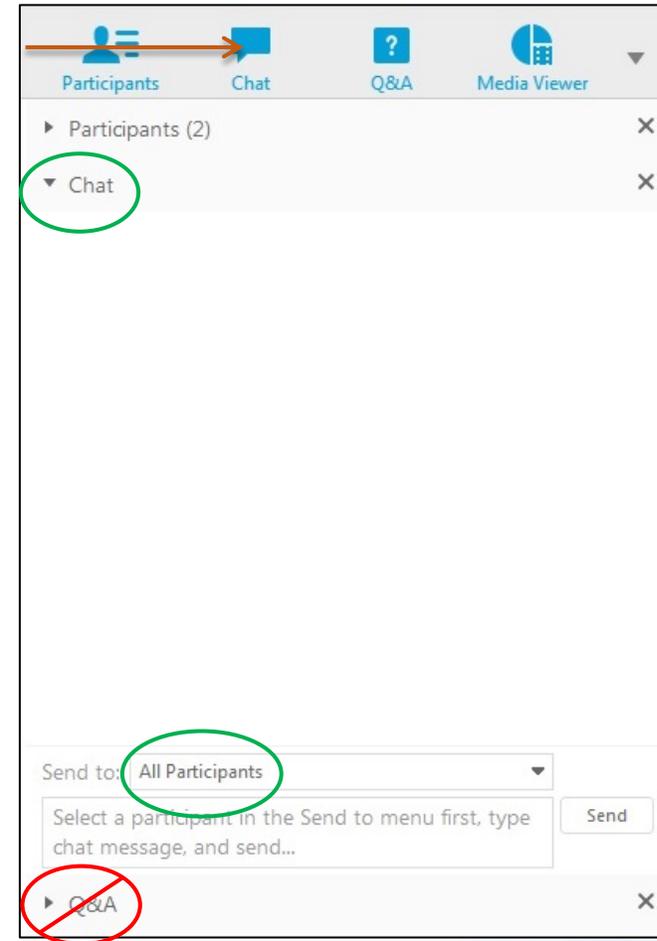
- Top navigation bar with icons and labels: Participants, Chat, Q&A, and Media Viewer.
- Main panel with expandable sections: Participants (2) and Chat.
- Bottom section with a 'Send to:' dropdown menu set to 'All Participants', a text input field containing the instruction 'Select a participant in the Send to menu first, type chat message, and send...', and a 'Send' button.
- Bottom-most section with an expandable 'Q&A' section.

Chat Question

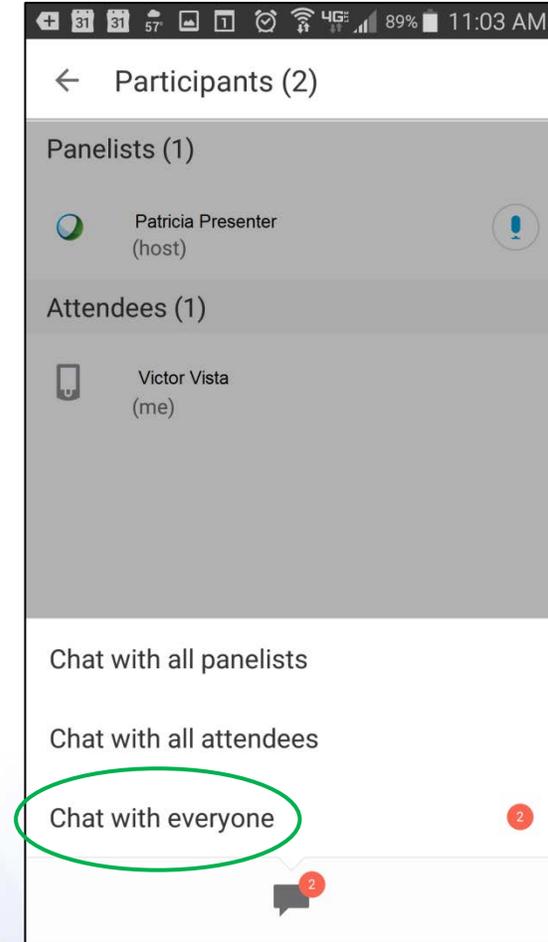
- How could Calvin have prepared better?

Click this button if you don't see the chat panel.

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Next Time...



- Video Setup
 - Practice with a friend
 - Check lighting & computer placement
 - Use a post-it note
- Interview prep
 - Research the employer
 - Practice explaining your AmeriCorps service
 - Prepare questions

Take Two, Calvin!



Open the participants panel to view video stream.

A screenshot of a meeting interface. At the top, there are four tabs: 'Participants' (selected), 'Chat', 'Q&A', and 'Media Viewer'. Below the tabs, the 'Participants' panel is open, showing 'Participants (2)' and 'Chat'. At the bottom of the panel, there is a 'Send to:' dropdown menu set to 'All Participants', a text input field with the placeholder 'Select a participant in the Send to menu first, type chat message, and send...', and a 'Send' button. Below the input field, there is a 'Q&A' section with a close button.

Now what?

- Send thank you notes within 24 hours
- Don't be afraid to follow-up

Dear Selena,

Thank you for the opportunity to interview with Big Adventures yesterday afternoon.

One of my favorite things about Big Adventures is the commitment of your staff to the mission. I would welcome the opportunity to bring my 5 years of experience as a graphic designer with a passion for the outdoors to your organization.

You all have the "[Why](#)" figured out that makes businesses successful and unique.

I would welcome the opportunity to be a part of this exciting endeavor.

I look forward to hearing from you.

All best,
Liz

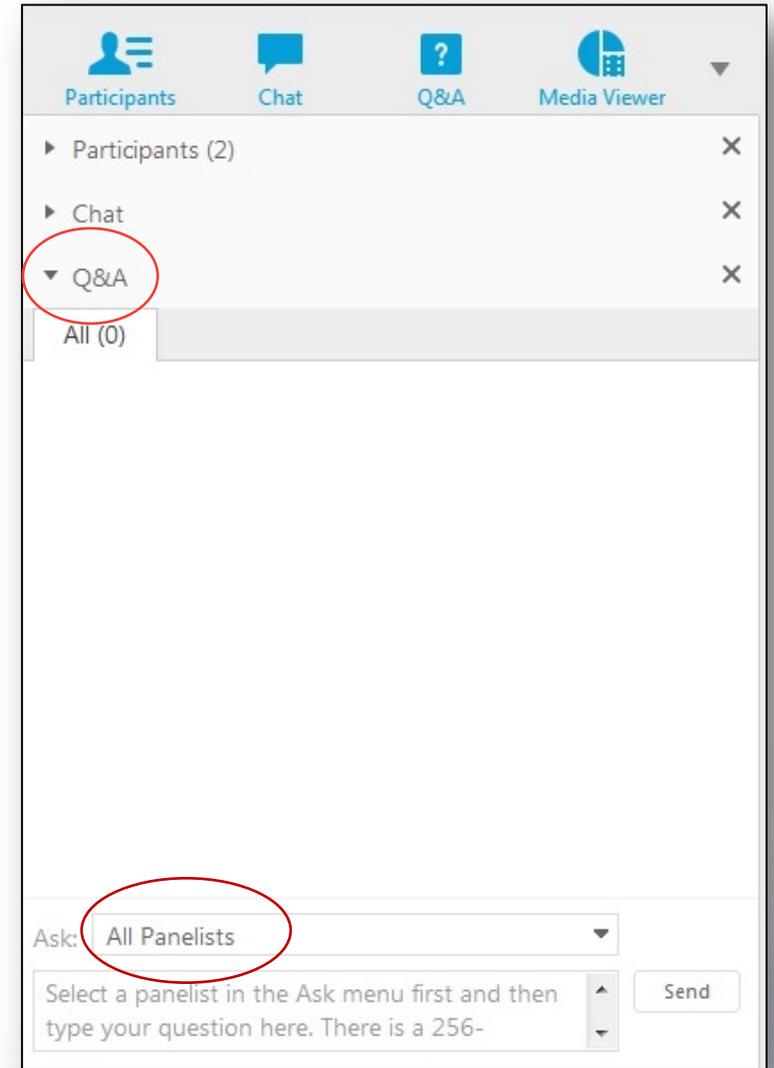
Liz Adams
202.222.3333

Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

Questions ?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”



Thank You for Your Participation!

If you have further questions or for more information, contact us:
VISTAwebinars@cns.gov

Our next webinar:

Demystifying Stakeholder Engagement

May 23, 2017

2:00pm Eastern

*Visit the Webinars for VISTAs page on the VISTA Campus
for a complete schedule of VISTA webinars*