



OHIO
SCHOOL
PSYCHOLOGISTS
ASSOCIATION

Finding and Landing Your First Job as a School Psychologist

Intern Conference - Fall 2021 (Live & In
Person!!!)

Presenters

- Brian Hill, M.A., SP526
- Robert Kubick, Ph.D., N.C.S.P., SP527
- Jeffrey York, M.A., N.C.S.P., SP531

Akron Public Schools
Akron, Ohio

Agenda

- Building Your Résumé
- Cover Letters
- Job Seeking
- Your Professional Portfolio
- Interviewing for the Job
- Questions and Answers



Preparing to Enter the Field

- The origin of today's program...
- Article in *The Ohio School Psychologist* from 1995:
 - “Portfolios for School Psychologists: Employers' Perspectives”
 - Surveyed 27 school districts with 33 questions

Survey of Employers

- Survey sent out to a nationwide sample of school districts
- Survey covered:
 - Résumés
 - Portfolio Components
 - Interviews
 - Applicant Characteristics
- 72 respondents from about 40 states

Great Time to Enter the Field of School Psychology...

US News & World Report 2021: 100 Best Jobs

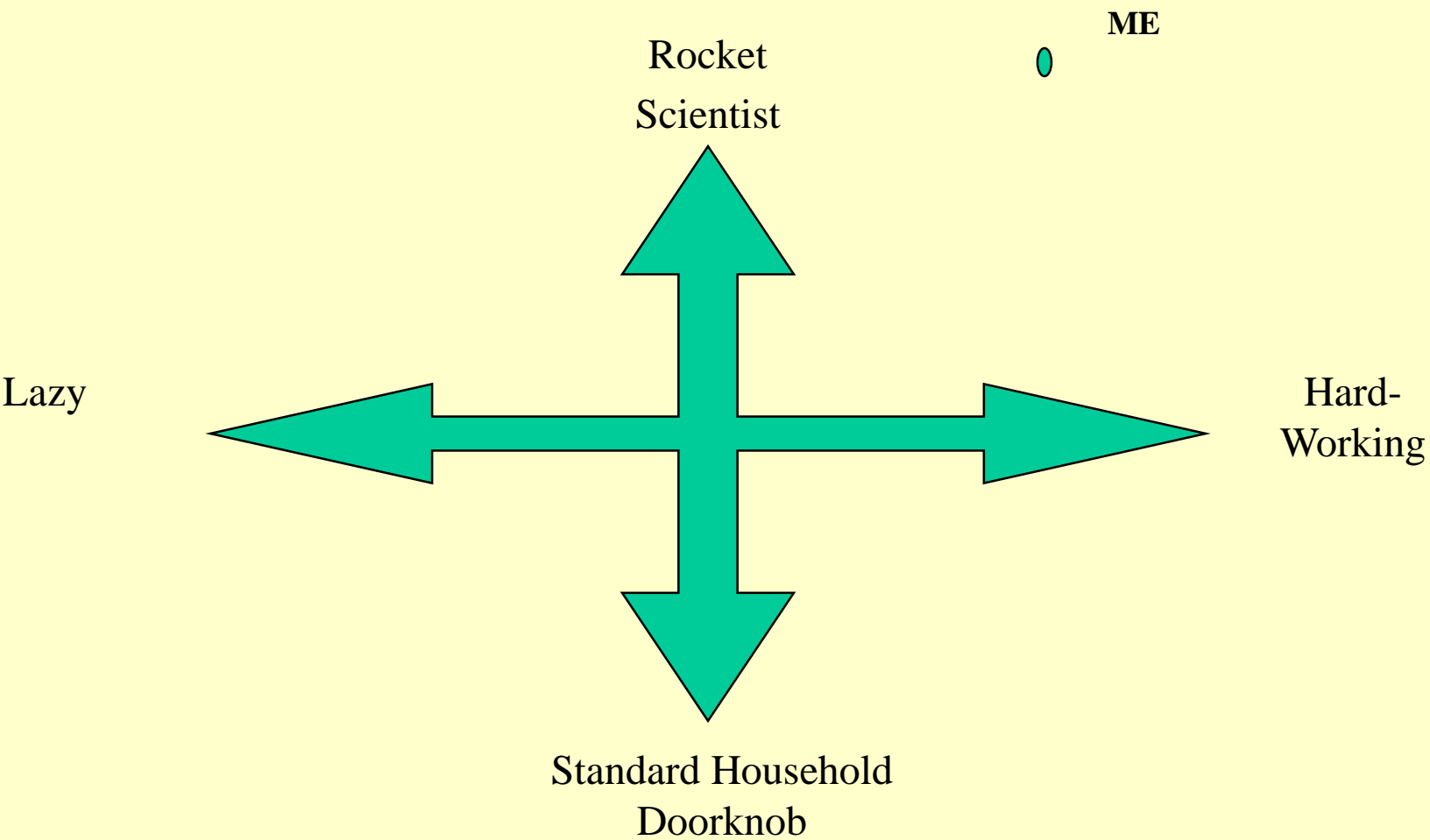
- School Psychology #27 in Best STEM jobs
- Was #19 job in Social Services
- Median salary \$78,200 (up more than 10% in 3 yrs)
- Range of \$39,060-\$110,410
- 25th-75th %ile was \$59,590-\$102,470
- (1.5% unemployed)
- WE HAVE A SHORTAGE!

JOHN SMITH

143 Main St.

Akron, OH 44321

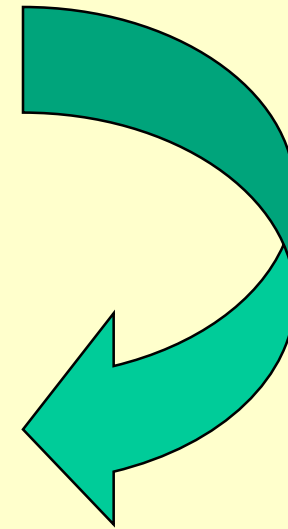
OBJECTIVE: To gain an entry level position as a school psychologist.



REFERENCES: Available upon request

Remember.....

- Résumés get interviews
- Interviews get jobs!



Before You Begin...

- Assess Yourself
 - Experiences
 - Accomplishments
 - Skills
 - Interests
 - Goals
- As these change, so does your résumé.
- “Living Document” – constantly update

Basic Résumé Tips

- “Career Marketing Tool” vs. “Professional Obituary”
- Focus on your key “Selling Points”

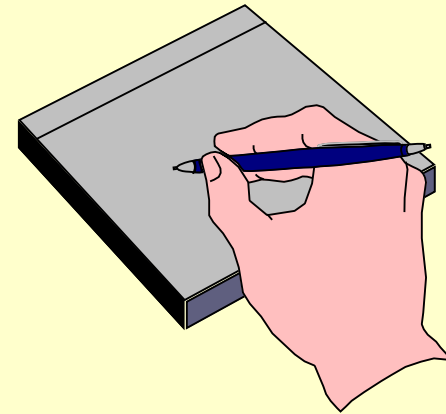
General Writing Guidelines

- “Document of Supreme Self-Interest”
 - Completely free of spelling mistakes
 - Perfect grammar in standard English
 - Consistent spacing, indents, headings, etc.
 - Avoid psychology jargon (e.g., NASP)
 - Avoid gimmicks
 - Excessive underlining, bolding, etc.
 - Histrionic fonts and sizes



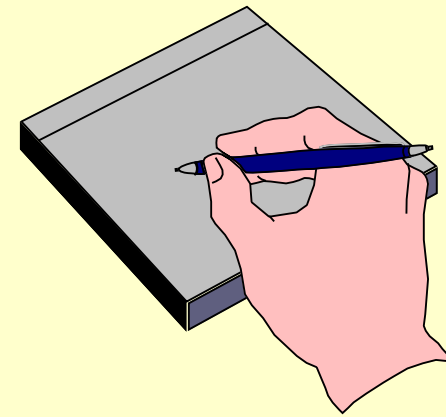
General Writing Guidelines

- Use Proper Materials
 - Stock quality 8 ½" x 11" paper
 - Same paper for résumé and cover letter
 - Professional colors (e.g., beige, gray, ivory)
 - Laser quality printing
 - Immaculate typesetting
 - No folds
 - Blank space is ok



General Writing Guidelines

- Prioritize and Place Appropriately
 - Average résumé is viewed approx. 30 sec.
 - Important items must be readily visible
 - Get high priority items up top and/or to the left side of the page!



Two Basic Résumé Types

1. Chronological Résumé

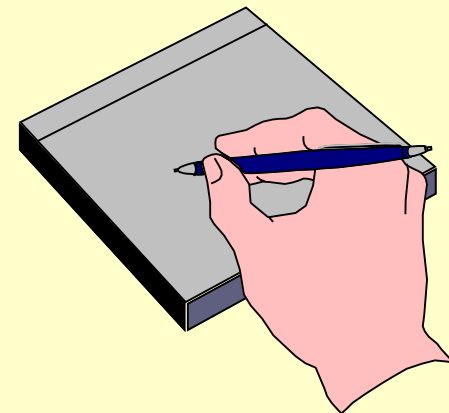
- Experiences are described from most recent backward in time.
- Emphasis on your titles, employers, and dates of employment.
- Descriptions of each position



Two Basic Résumé Types

Chronological Résumé Advantages:

- Most recent position of employment is applicable to job for which you are applying.
- When staying in same field (education).
- When title/position is important.
- When showing growth.



Two Basic Résumé Types

Chronological Résumé Disadvantages:

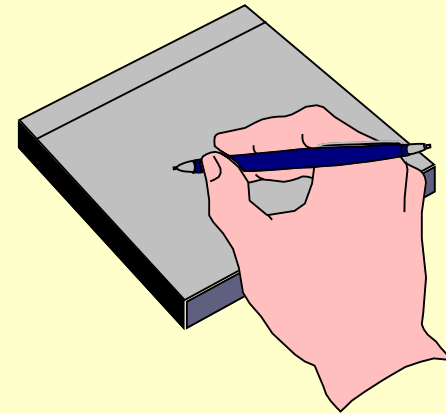
- When you have spotty work history.
- When changing careers or career goals.
- When you have frequent job changes.



Two Basic Résumé Types

2. Functional Résumé

- Major skill categories are developed; list abilities relevant to the job you're seeking
- Examples might include:
 - Assessment
 - Intervention
 - Consultation
 - Supervision
 - Research
 - Teaching



Two Basic Résumé Types

Functional Résumé Advantages:

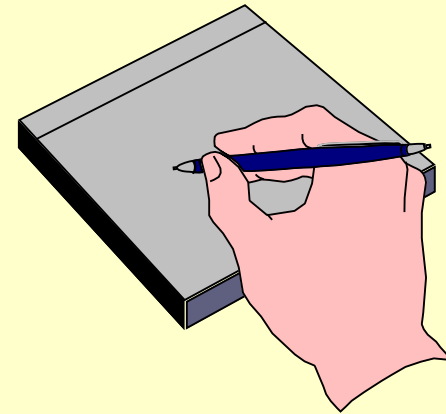
- Helpful when you want to emphasize past experiences and/or present abilities not used in most recent work experiences.
- Good format when changing careers.
- Best with spotty work history



Two Basic Résumé Types

Functional Résumé Disadvantages:

- Doesn't document individual jobs.
- Little chance to show growth.
- Unfamiliar format to many audiences.



Basic Résumé Format

- Name
 - Right on top!
 - Centered or left justified
 - Largest font on paper
 - Noticeable, not histrionic

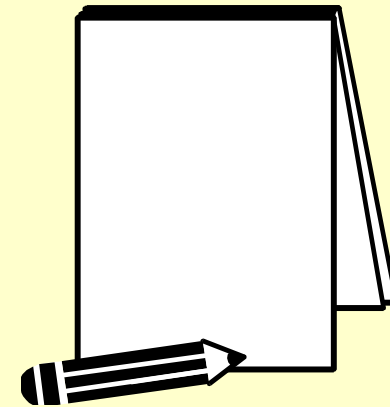


Basic Résumé Format

- Background Information
 - Address (current/permanent)
 - Phone Numbers (try to limit)
 - Home, work, cell, fax
 - Watch your messages and how you answer!
 - Email addresses (check “appropriateness”)
- Indicate preferences with inclusion or exclusion of information.

Basic Résumé Format

- Objective (what do you want?)
 - Should relate to the employer and the position - match the job description.
 - Too broad, then it's useless.
 - Too narrow, do they proceed?
 - Immediate component.
 - Long-range component.
 - Do not include compensation demands!



Basic Résumé Format

- Education
 - Institution
 - City, State
 - Degree Granted and Year
 - Major, Minor
 - Concentration/Specialization
 - No High Schools
 - Include title of Master's Thesis/Dissertation



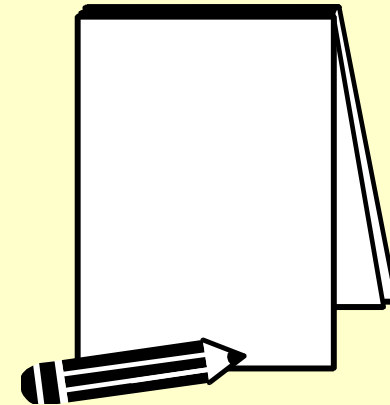
Basic Résumé Format

- Certification/Licensure
 - Type
 - State Certificate
 - Private Licensure
 - NCSP
 - Accrediting Body
 - State Department of Education
 - State Board of Psychology
 - Number
 - Year Granted



Basic Résumé Format

- Professional Experience
 - Title, Employer, Location, Dates.
 - Use Action Verbs!
 - Evaluated
 - Counseled
 - Intervened
 - Supervised
 - Use correct verb tense.
 - Concise, use fragments.
 - Quantify, when beneficial.



Basic Résumé Format

REMEMBER!

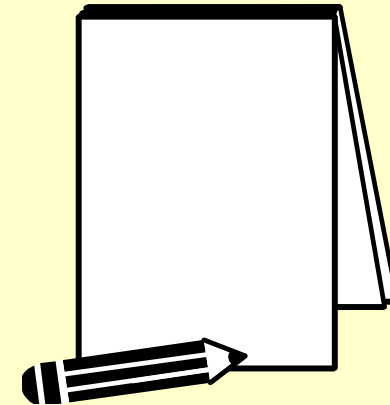
Accomplishment

vs.

Duty Oriented

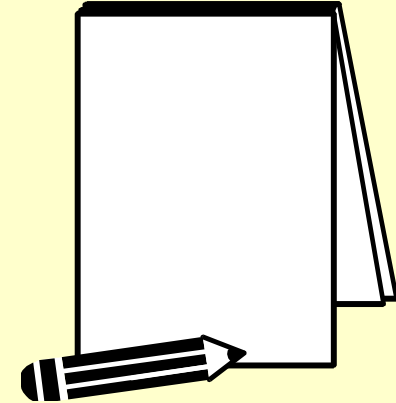
Basic Résumé Format

- Related Experience
 - Background and positions that are related to the position, but have differences.
 - Same format/rules as Prof. Exp.
 - Graduate assistantships
 - Clinic, hospital, agency
 - Teaching/school-based



Basic Résumé Format

- Related Experience
 - Background and positions that are related to the position, but have differences.
 - Same format/rules as Prof. Exp.
- Honors/Awards
 - Generally wins, not nominations.
 - If few, combine with other category.



Basic Résumé Format

- Publications
 - List in APA format with proper order of authors.
- Presentations
 - List in APA format.
- Professional Memberships
 - NASP, APA, SASP, State/Local Association
 - Note any offices held (past or present).

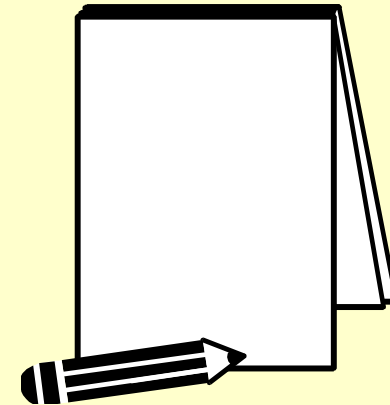


Basic Résumé Format

- Activities
 - Professional or work-related
 - Nothing personal
 - Avoid things that are exclusive
 - Emphasize community work
- Skills
 - Foreign language
 - Sign language/Braille
 - Computer applications

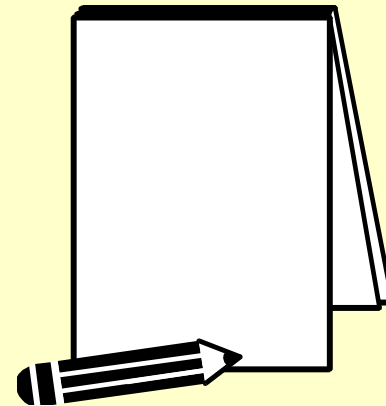
Basic Résumé Format

- Statement of Availability
 - They assume now; if not, when?
- References - separate page
 - Current supervisor needed.
 - They call from the top.
 - Get their permission!
 - Should know you well – your advocate!
 - Limit distribution to cut down on calls.



Other Headings?

- Headings are very useful in helping reduce time needed to review your résumé.
- Consider new heading when you have more than one item to document within the heading.



Quantify, Quantify, Quantify

“Evaluated students referred for testing.”

vs.

“Independently conducted over 45
psycho-educational evaluations of students
referred for significant learning and/or
emotional concerns.”

Quantify, Quantify, Quantify

“Provided interventions for students with behavior problems.”

vs.

“Designed and implemented interventions for group of 14 students which resulted in 70% decrease of targeted behavior at conclusion of 8-week observation period.”

Problem-Action-Results (PAR)

“Updated department referral system.”

vs.

“Directed comprehensive transformation of department referral system via integrative technologies - project resulted in referrals being addressed in half the time with approximate savings of more than \$3,000.”

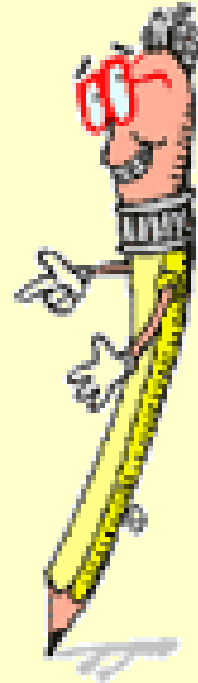
What Should SP Résumé Have?

- Evaluation involvement (include number, if considerable)
- IEP involvement (include number, if considerable)
- Specific ages (e.g., elementary)
- Specific disabilities (e.g., SLD, ED)
- Low incidence
- Intervention! Intervention!
- Problem-solving teams



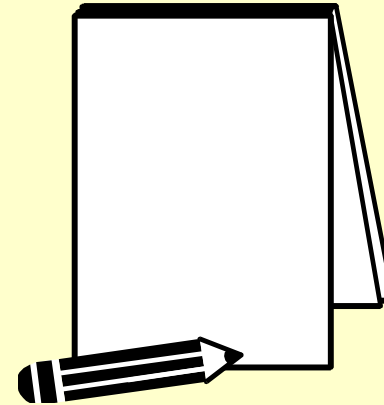
What Should SP Résumé Have?

- Counseling (individual/groups)
- Parent groups/training
- Crisis intervention
- Pre-K involvement
- Alternative program involvement
- Research
- Training/in-services



What Should SP Résumé Have?

- Intervention with challenging behaviors
- Functional behavior assessments
- Behavior Intervention Plans
- Manifestation Determinations
- Consultations
- Publications
- Presentations
- Conference involvement



Résumé Pet Peeves of Potential Employers

- Personal information unrelated to job
- Lack of clear qualifications
- Long résumé/long paragraphs
- Poor formatting
- Use of personal pronouns and articles
- Irrelevant information

Résumé Pet Peeves of Potential Employers

- Inaccurate or missing contact info
- Too duty-oriented
- Spelling errors, typos, poor grammar
- Lying; misleading information
- Burying the important stuff
- Failure to make an initial “hard sell”

After Your First Draft

- Share with trusted sources - look for questions, quizzical looks, head-scratching.
- Still time to gain experiences!
- Later in career, summarize
 - “Summary of Qualifications”
- Update constantly!

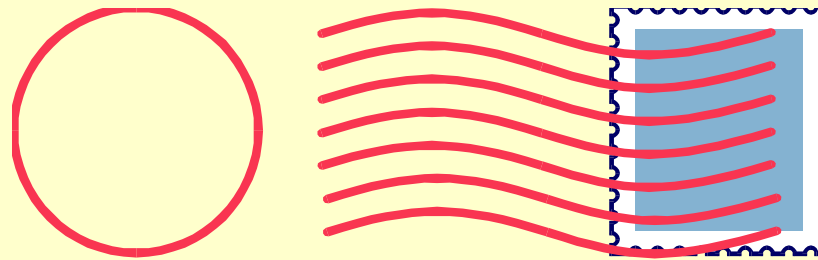
Cover Letters

- Same type of paper as résumé
- Same font and font size
- Limit to one page!
- Predominantly narrative format

The key: Know what the employer wants and give it to them!

Cover Letter Basic Layout

- To Whom:
- Paragraph A - Indicate Interest
- Paragraph B - Highlight Qualifications
- Paragraph C - Request Interview



Cover Letter Basic Layout

- Begin with the employer's name, title, and full address
- Include the date
- Close with your name, title, and full address
- Be sure to include your contact information

Cover Letter Tips

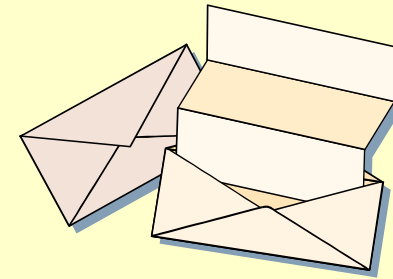
- Don't cop out – Include a cover letter
- Focus on employer needs
- Factual but friendly
- Identify and punch with your sales pitch
- Emphasize your strengths and unique qualities – stand out from the crowd
- Sign It!

Cover Letter Problems

- Poor formatting/unprofessional look
- Making it all about you (“I” times 50)
- Sob stories
- Unsupported claims
- Writing the “Great American Novel”
- Simply repeating the résumé
- Failure to individualize

Other Types of Correspondence

- Interview follow-up letter
- Letter regarding application status
- Letter of acceptance
- Letter declining offer



Job Seeking



Job Seeking

- Networking
 - Internship
 - Cohort
 - Field experiences
 - Inservices/Trainings
 - Regional Affiliates
 - OSPA conferences
 - Wine and Cheese Social (Thurs, 4:00-5:30)
 - OSPA committees (Thurs, 5:30-6:00)



Job Seeking

- OSPA conferences
 - Wine and Cheese Social (Thurs, 4:00-5:30)
 - OSPA committees (Thurs, 5:30-6:00)
 - Conference Socio App
 - Schedules, presentation handouts, intern reimbursement
 - Connect with other attendees!



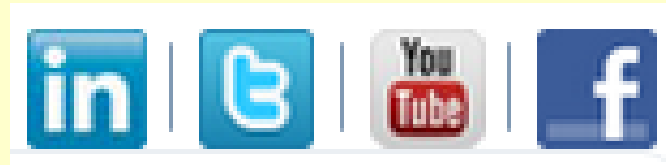
OSPA Resources

- www.ospaonline.org
 - Conference information
 - Legislative updates
 - Professional resources
 - Members Only section
 - Job Postings
 - The Ohio School Psychologist – electronic version
- OSPA Communities
 - Join a committee



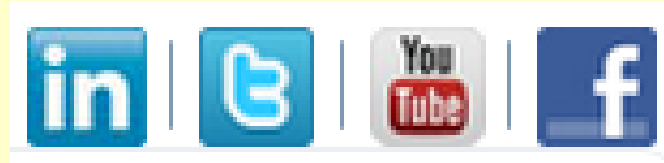
OSPA Resources

- LinkedIn Group
 - Post credentials and skills
 - Develop online networks
- Facebook group
 - Directly network with colleagues
 - Receive notifications of upcoming events
 - Links to education-related articles



OSPA Resources

- Twitter
 - Receive quick updates
- YouTube Channel
 - Catch past conferences



OSPA Resources

- OSPA Listserv
 - Email discussions with 500+ members
 - Topics may include:
 - Legislative updates
 - Conference updates
 - Professional discussions on “Hot Topics”
 - Job postings galore! (50+ in last year)
 - Access subscription information from Resources section of OSPA’s website

Ohio Dept. of Education

- Ohio's Web-based Recruiting System (WBRS)
 - Search/view open positions
 - Can complete application online
 - Apply for open positions www.education.ohio.gov
 - Search for “Education Jobs”
 - Or visit link on Jobs page of OSPA website



NASP Career Center

Helping children achieve their best. *In school. At home. In life.*

What is NASP Career Center Online?

- Online service to support the employment and professional needs of:
 - Students
 - Interns
 - Practitioners
 - Trainers
 - Employers



NASP Career Center

Helping children achieve their best. *In school. At home. In life.*

What features does it have?

- Job Searching
- Advertising and applicant searching for employers

How much does it cost?

- Free for job seekers
- Free résumé review
- Currently many Ohio jobs posted

Other Resources

- Monitoring district job webpages
- Monster.com
- K12jobspot.com
- Indeed.com
- Cold calling
- Open houses
- Career fairs



Use Technology Wisely

- Be careful what you post online – if you wouldn't put it in your portfolio, don't post it
- Put your name in several search engines to see what might be posted
- Emails on employer email accounts are permanent and property of employer

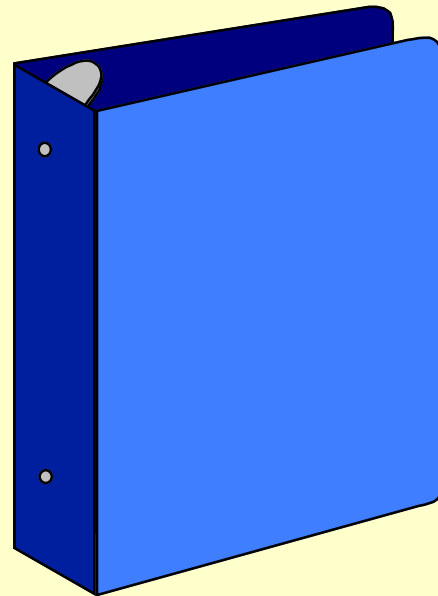


Use Technology Wisely

- Use social networking websites carefully, potential employers may check, consider making private or deleting account



Your Professional Portfolio



Updated Research: What's a Must

(York, Hill, Kubick)

- Certification (90%)
- Résumé (82%)
- Lists of Experiences (76%)
- Letters of Reference (69%)
- Functional Behavioral Assessment (61%)
- Graduate Transcripts (60%)
- Sample Reports (57%)
- Behavior Intervention Plan (57%)

Somewhat Useful Items

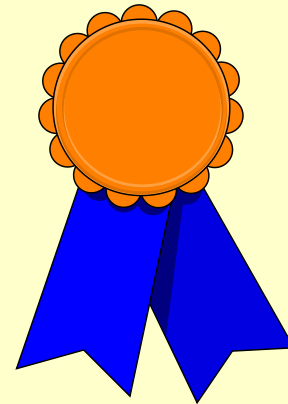
- Evidence of Coursework
- Lists of In-services Attended
- Lists of In-services Presented
- Awards
- Test Scores
- Personal Statements
- Counseling Hours
- Intervention Case Study

More Somewhat Helpful

- Consultation Case Study
- Coursework in Statistics
- Coursework in Research
- Research Experience
- Program Model
- Undergraduate Transcripts
- Sample Protocols
- Grant Writing
- CBM/CBA Experience

Tips

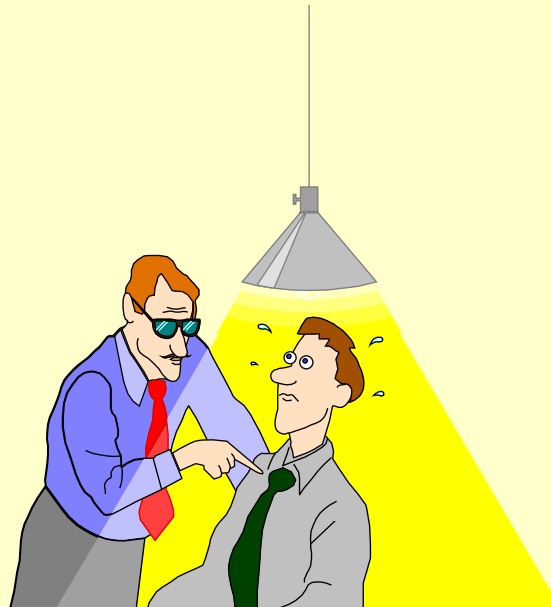
- Keep it Complete, Yet Simple
- Growth in Professional Skills
- Different Types of Evaluations
 - Preschool, Middle School, Response to Intervention, High School, Initial, Reevaluation, etc.
- Highlight Areas of Expertise





*"Dew knot trussed
yore spell chequer
to fined awl
mistakes!"*

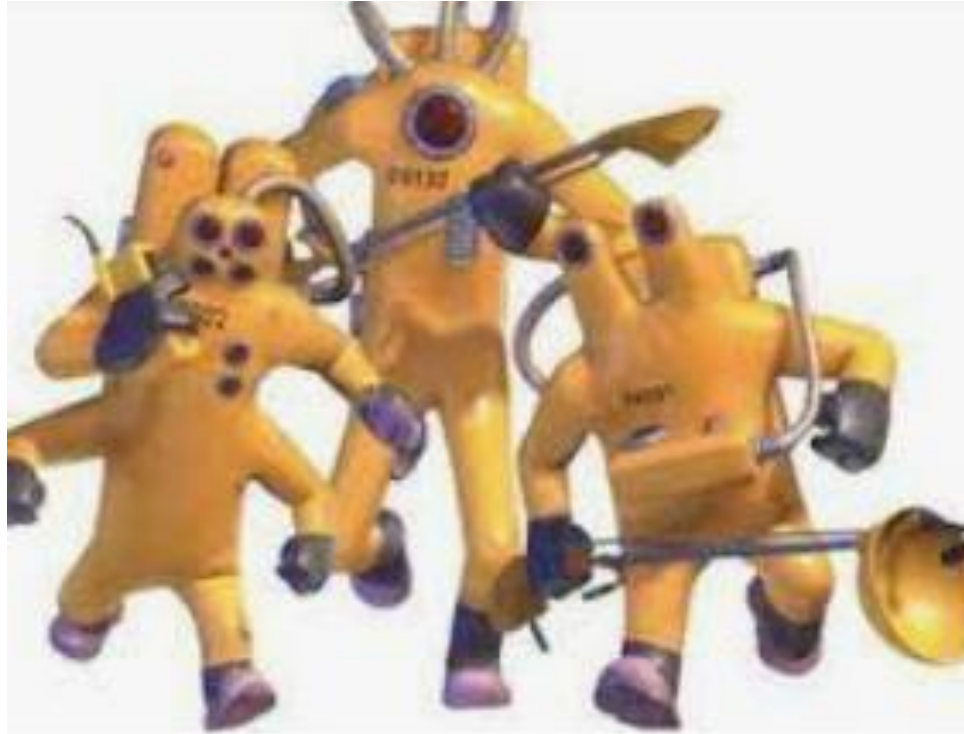
Interviewing for the Job



November 2019



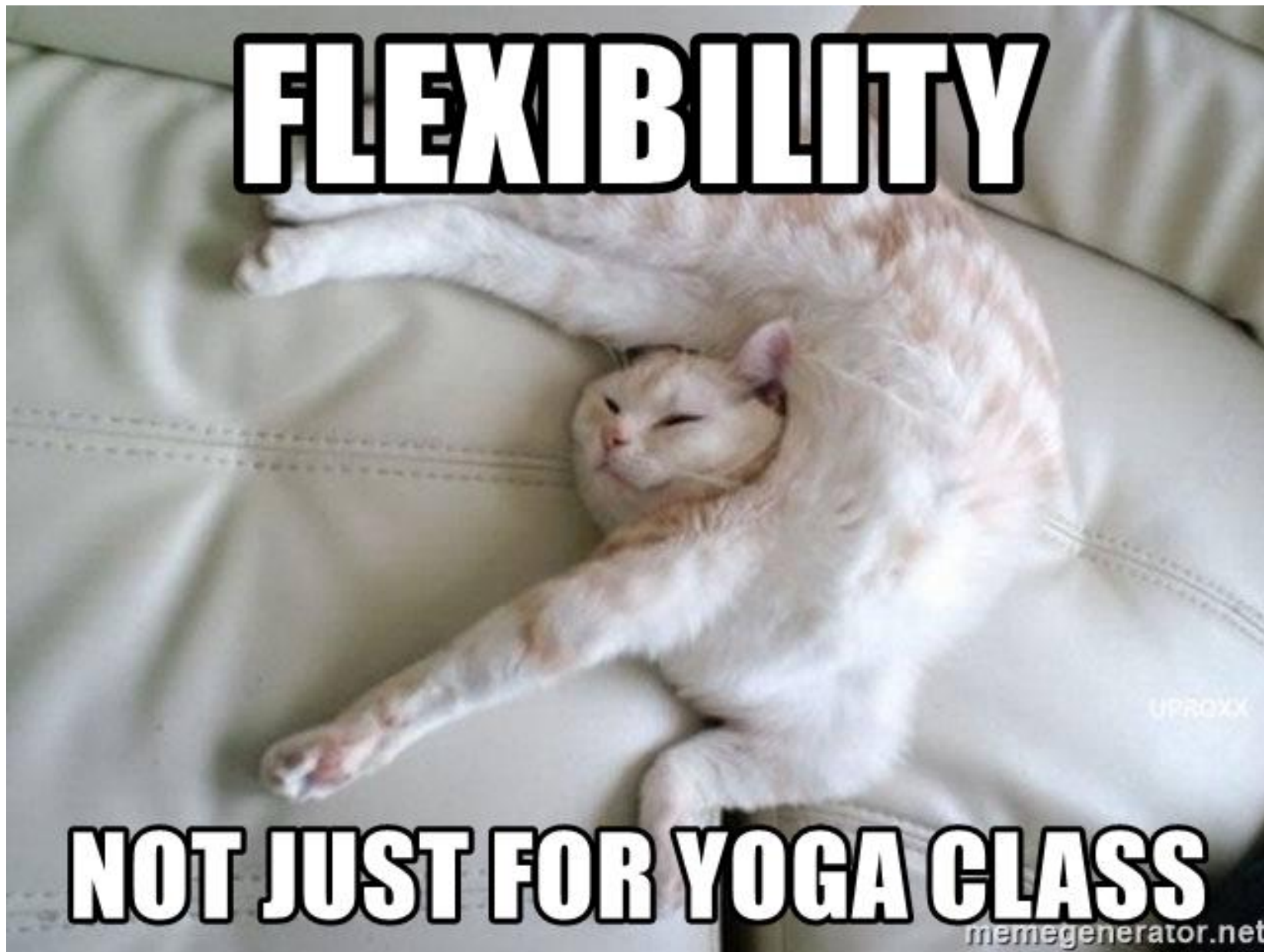
November 2020



November 2021



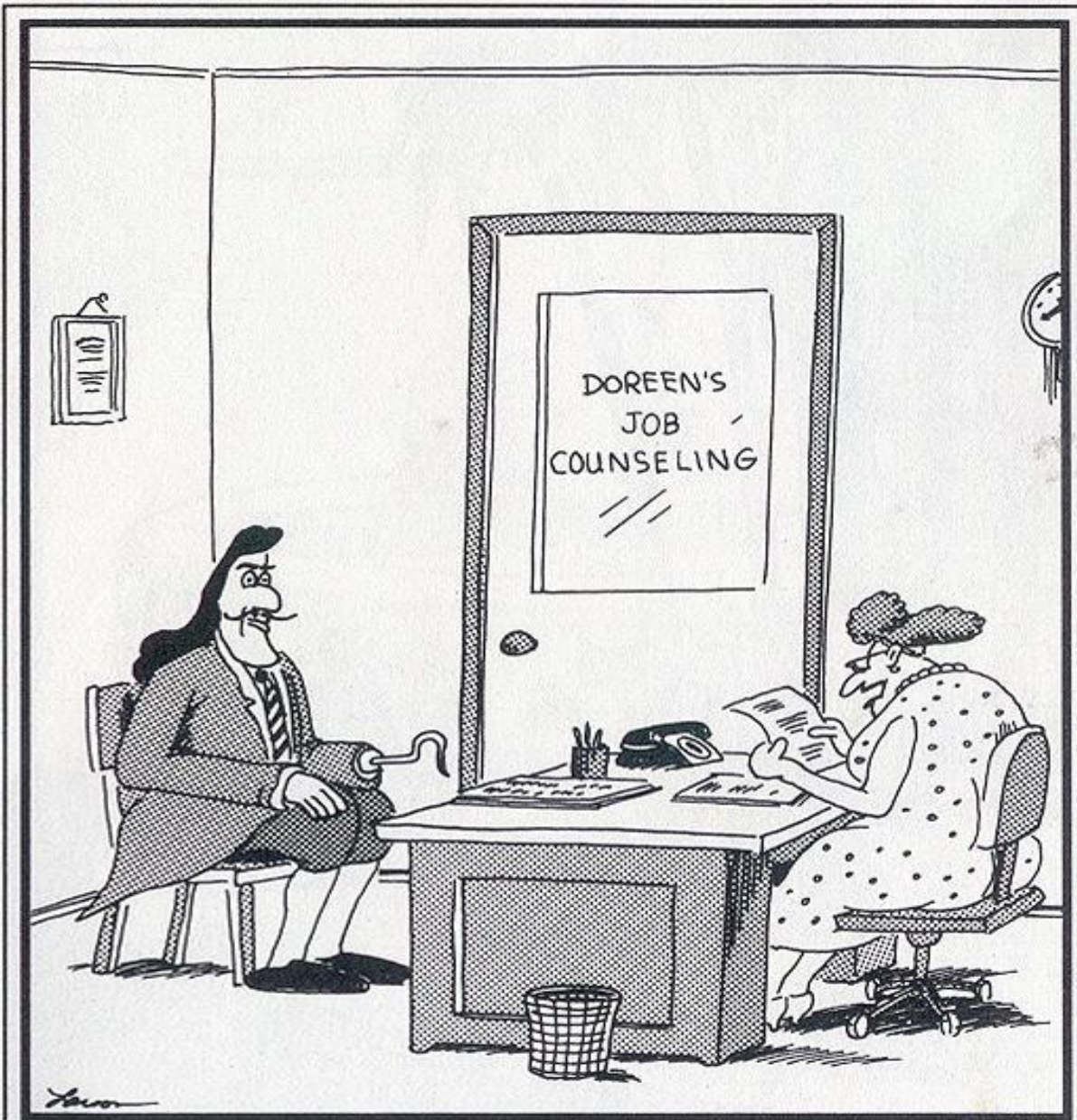
FLEXIBILITY



UPROXX

NOT JUST FOR YOGA CLASS

memegenerator.net



"OK, Mr. Hook. Seems you're trying to decide between a career in pirating or massage therapy. Well, maybe we can help you narrow it down."

Rank Order of Fixed Characteristics

1. Strong Interpersonal Skills
2. Formal Education Background
3. Assessment Skills
4. Organizational Skills / Autonomy
5. Enthusiasm
6. Mental Health Experience / Knowledge

Qualities of Candidates

- Interpersonal Skills
- Shared Regard for Children
- Experiences
- Public Relation Skills
- Competence
- Professional Knowledge
- Certification
- Flexibility
- Ability to Work Cooperatively
- Enthusiasm
- Commitment
- Communication Skills
- Sincerity

Soft Skills

- Time Management
- Attention to Details
- Problem Solving
- Communication

Educational Alphabet Soup

- Educational Acronyms are Everywhere
- Check the state where you will be interviewing, i.e.: State Department of Education

Prior to the Interview

- Know Why You Want This Job
- Research the Employer
- Research the Interviewer



Vaccine – No Vaccine

Mask – No Mask



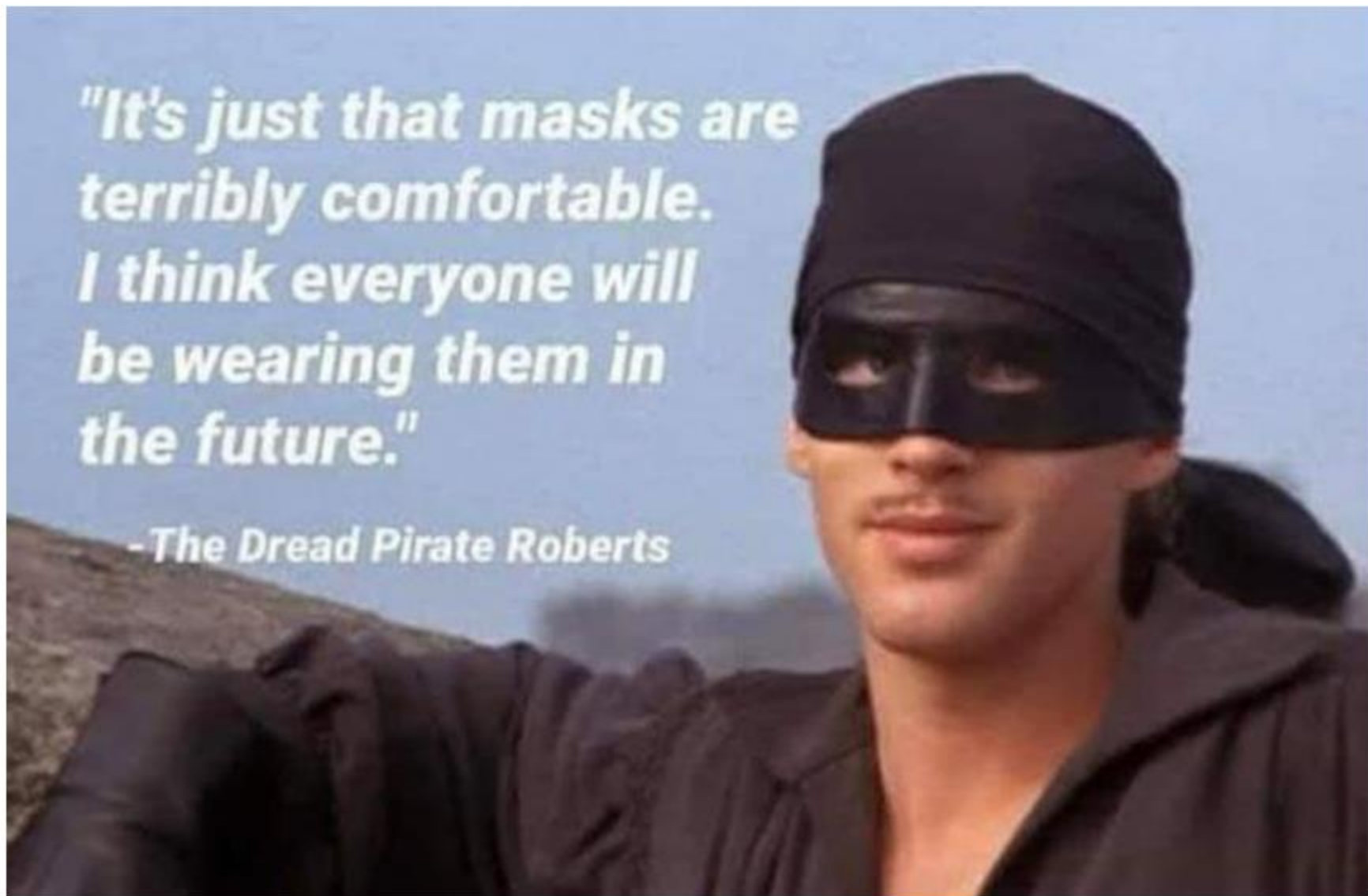
HOSTILE WORK



ENVIRONMENT!

*"It's just that masks are
terribly comfortable.
I think everyone will
be wearing them in
the future."*

-The Dread Pirate Roberts



Prior to the Interview

- Find Out the Type of Interview
- Confirm Your Appointment
- Keep a Contact Number Handy
- Practice Sample Questions

Prior to the Interview – COVID Edition

- Video Interview vs. In-Person
 - Ask for current COVID procedures
- Set up your home environment
 - Test your technology
 - Know your platform
 - Have a back-up plan (phone, etc.)
 - Limit background noise (pets, kids, etc.)

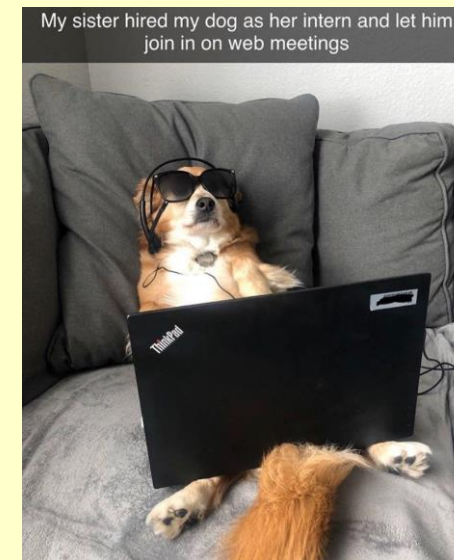
**NOT MUTING
YOUR MIC IS
THE NEW
REPLY ALL**

Dressing for Success

- Conservative and Neutral Clothes and Accessories
- Neatly Groomed
- Avoid Chewing Gum or Smoking

Dressing for Success – COVID Edition

- Assume all of you is on-camera, even if you are not.
- Test outfit with background to make sure it does not clash.
- Avoid virtual backgrounds.



Dress professionally.....



.....not too casual.



At The Interview

- Be On-Time
- Everyone's Opinion Counts
- Turn off Cell Phones
- Pronounce Names Correctly
- Bring Supplies (Pen, Paper, Résumé, Portfolio, etc.)
- Wait to Sit
- Leave the family at home



At The Interview – COVID Edition

- Set computer to “Do Not Disturb”
- Don’t look at yourself
- Keep a few notes in front of you
- Follow-up as needed
- Avoid multitasking
- Eliminate unnecessary tabs/apps



Non-Verbal Communication

- Firm Handshake – Assertive, not Bone-Crushing
- Enthusiastic Smile
- Sit Up Straight and Tall
- Maintain Eye Contact



Non-Verbal Communication – COVID Edition

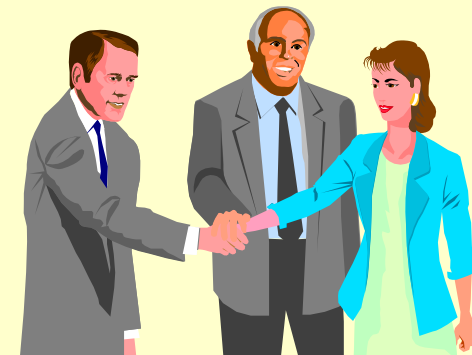
- Handshake – NO, not an option at this time.
- If in-person, wear a mask (keep politics out of the interview process)



Non-Verbal Communication

- Appear Relaxed but Attentive
- Open Gestures – arms relaxed, uncrossed legs
- Avoid Closed Gestures – crossed arms
- Learn Your Habits – tapping, leg shaking, etc.

Dynamics of an Interview – Summit County Ohio Means Jobs



Verbal Communication

- Avoid “Um” “Like” “You Know”
- Lower voice at end of sentence; raising voice give impression of uncertainty



Bias Influence the Traditional Interview

The job interview is one of the most important stages of the recruitment process. But it is also a risk zone, since it is under major influence of bias. Meaning that a human recruiter or hiring managers' unconscious bias affects how a job seeker is perceived during an interview.

For example, studies show that during a job interview we make judgments about other people based on their handshake, tone of voice or lack of eye contact.



Voice 40%

Handshake 55%

Eye Contact 65%

<https://www.tengai-unbiased.com/>

“Worst Interview Sins”

HR.com – “HR Pros Recount Their Worst Interviews.” (2003)

- Arriving Poorly Dressed – 36%
- Arriving Late – 35%
- Being Preoccupied with Money – 16%
- Knowing Nothing about the Company – 13%

Time for Some Fun!

- Turn to the person next to yourself
- Introduce yourself
- Ask the other person:

“Tell Me About Yourself”

- Answer the question in 3 minutes or less

MY FACE WHEN.....

**SOMEONE KEEPS REVEALING TOO MUCH PERSONAL
INFORMATION IN THE INTERVIEW AND YOU JUST
WANT IT TO STOP**

memes.com

SO TELL US A LITTLE ABOUT YOURSELF



**I'D RATHER NOT, I
REALLY NEED THIS JOB**

“Tell Me About Yourself”

Based on “Tell Me About Yourself,: by Carole Martin

- Focus: Strengths Pertinent to the Job
- Script Past Experience and Proven Strengths and Abilities
Current Situation
- Practice

Employer: what are your skills?

Me:



Most Common Scenarios

- Intern/Practicum Student
- Early Career Professional
- Returning After a Time

Focus – Interns/Practicum

List 5 Strengths Pertinent to the Job

For Example:

1. Assessment
2. Consultation
3. Behavior Interventions
4. Academic Interventions
5. Positive Behavior Supports

Script

Past Experiences and Proven Successes

As a School Psychology Intern, I was fortunate to work in the Parma City Schools and gain a wide range of experiences. As a member of Royal Ridge Elementary School's Intervention Assistance Team, I was able to consult with teachers and parents to develop targeted behavioral and academic interventions for struggling students.

Script

Your Strengths and Abilities

I was also fortunate to be able to use my assessment skills to evaluated over 40 students with a wide range of disabilities for Special Education services. I volunteered with my school's Positive Behavior Support Team, and helped develop school-wide incentives for students.

Script

Your Current Situation

While I had hoped to stay with the Parma City Schools, due to budget concerns they are not currently hiring a full time School Psychologist. I will complete my internship in June, and would be available at that time.

Focus – Early Career

List 5 Strengths Pertinent to the Job

For Example:

1. Assessment Skills
2. Collaboration with Staff and Parents
3. Academic Interventions
4. Behavior Interventions
5. Crisis Intervention Skills

Script

Past Experiences and Proven Successes

I completed my School Psychology Internship with the Parma City Schools, and was then hired full-time by the Lakewood City Schools, where I have worked for the last three years. I was assigned to a kindergarten through fifth grade elementary school, where I was in charge of assessments for Special Education services, as well as the leader of the school's Intervention Assistance Team.

Script

Your Strengths and Abilities

The Intervention Assessment Team allowed me to help plan, implement, and evaluate behavior and academic interventions for targeted students. I also volunteered for the district's crisis team, which taught me a great deal about psychological first aid at the elementary level.

Script

Your Current Situation

While I have enjoyed my time in the Lakewood City Schools, due to budget cuts, they have to let go the most recently hired School Psychologists. As such, I will be available for a full-time position when my contract expires in June.

Focus – Returning After a Time

List 5 Strengths Pertinent to the Job

For Example:

1. Assessment Skills
2. Collaboration
3. Interpersonal Skills
4. Organization
5. Counseling Skills

Script

Past Experiences and Proven Successes

I most recently worked in the Lakewood City Schools, where I worked for 5 years. I was fortunate to be able to take some time off to raise my family. During my time off, I was able to participate in some part time private practice work, which allowed me to keep up-to-date with the newest cognitive and academic norm-reference assessments.

Script

Your Strengths and Abilities

I also volunteered in a number of community agencies, including the Cub Scouts as a Den Leader, the Brecksville Preschool as Vice President of Enrollment, and the Brecksville Community Emergence Response Team. These opportunities allowed me to network with parents, teachers, and community leaders in a number of situations. While not a formal setting, these opportunities used my collaboration, organization, and counseling skills to defuse a number of situations.

Script

Your Current Situation

Now that my family commitments have changed, I am now returning to my full time career as a School Psychologist. I would be available for immediate employment, if the opportunity arises.

Practice

- Alone
- With Family
- With Friends
- Try to Make it Sound Spontaneous

More Interactive Fun!

- Turn to someone else near you
- Pick one of the following questions
- Try to provide a great response that will knock their socks off in no more than 2 to 3 minutes.

Tougher Questions

- “Why did you leave your last job?”
- “Describe a problem situation and how you solved it.”
- “What salary are you expecting?”
- “Why should we hire you?”
- “Why do you want to work here?”
- “What are your greatest weaknesses?”
- “What is your greatest accomplishment?”

Group Activity Follow-up

- How did you feel?
- Were you prepared enough to answer the questions?
- Would you hire the person you interviewed?
- Are you stressed yet??!

More Tough Questions

“How to Overcome Eight Interview Stumbling Blocks”

Kate Lorenz, www.careerbuilder.com

- “Why should we hire you?”
 - Emphasize what you can bring to the table
- “Why do you want to work here?”
 - Research why this is a good fit

- “What are your greatest weaknesses?”
 - Turn a weakness into a strength
 - Show how you’ve grown or are willing to grow



Still More Questions

- “Why did you leave your last job?”
 - Be diplomatic
- “Describe a problem situation and how you solved it.”
 - Think ahead and be creative to show your responsibility
- “What salary are you expecting?”
 - Give a range, if pressed on the issue

Still More Questions

- “What is your greatest accomplishment?”
 - Select an accomplishment related to the position

Questions – COVID Edition

Remote - In-person - Hybrid

- What challenges have you faced this school year, and how have you worked through them?
- How much adjustment is working from home for you?
- Did COVID-19 change how you foresee your career?

Questions – COVID Edition

- Where do you see the future of your career in these times?
- When working remotely, how do you manage your day?
- What are your preferred methods of communicating when collaborating remotely?
- What lessons, if any, have you learned during this pandemic?

Questions – COVID Edition

- How do you feel about eventually returning to in-person work?
- Have you learned any new skills during your internship?
- Tell me about how you respond when your internet is down and you are having issues communicating during a meeting?
- How do you manage your workload and avoid burnout?



**WHERE DO YOU SEE
YOURSELF IN 5 YEARS**

**I WOULD SAY MY BIGGEST
WEAKNESS IS LISTENING**

Illegal Questions You May Be Asked

from: www.jobsearchtech.about.com

- Asking a question is not illegal.
- A discriminatory motive behind asking the question, when it ultimately denies employment, is illegal.
- Most illegal questions are asked by untrained interviewers.

It is illegal to discriminate...

- Age
- Color
- Disability
- Gender
- National origin
- Race
- Religion or creed

How To Handle Illegal Questions

www.careerbuilder.com

Options:

1. Answer the question truthfully, if you believe the answer will not hurt your chances.
2. Inform interviewer that they have asked an illegal questions.
3. Base your answer on the requirements of the job and your ability to perform it.

Be Sure to Stress....

Your **desire** to do the job.

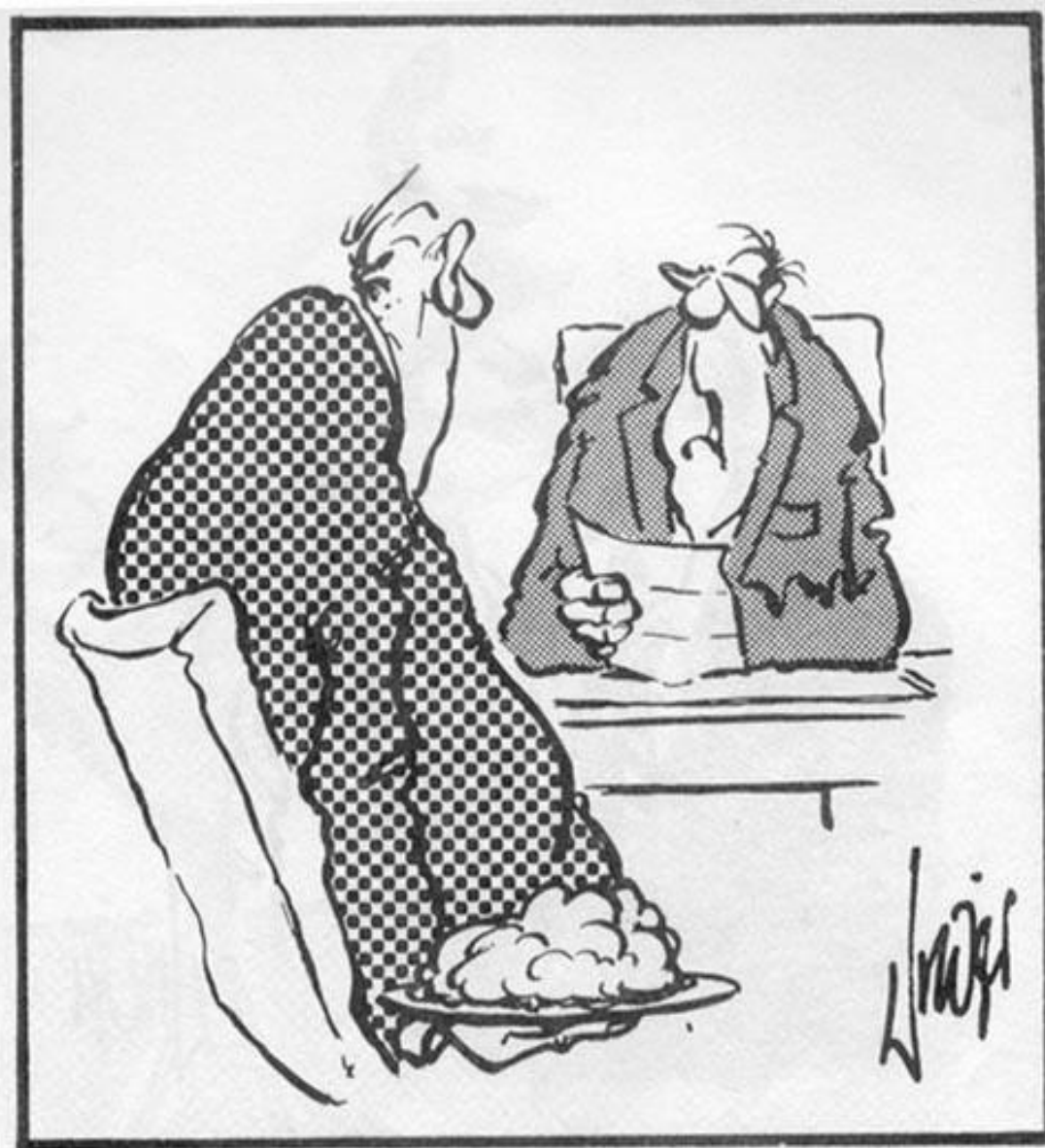
Your **ability** to do the job.

Your **willingness** to do the job.

A realistic assessment of your **value** to company.

Showing Off Your Stuff

- Two-Way Communication
- Be Honest
- Stress Achievements
- Expand Your Answers Beyond Yes and No
- Ask Questions
- Do Not Let Discouragement Show
- Avoid Talking Poorly About Past Positions



**"Your previous employer says
you're unpredictable."**

Five Worst-Case Scenarios

By Laura Morsch, CareerBuilder.com

1. You're going to be late.
 - Call immediately
2. You're sick.
 - Reschedule or offer to do a phone conference
3. You spill coffee on your suit.
 - Stain stick, club soda, or dab

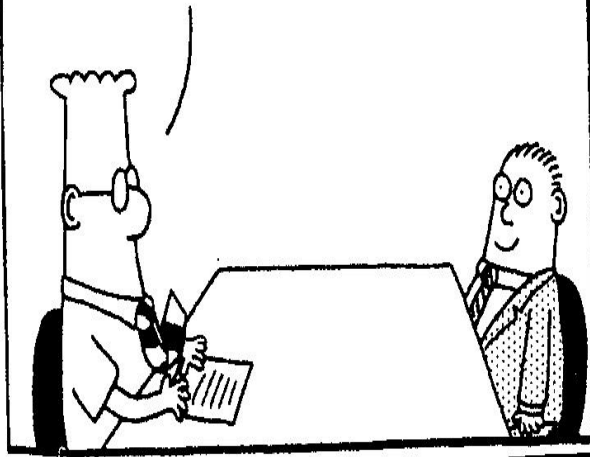
4. You freeze up.

- Ask to repeat question
- Stay calm

5. The interview is tanking fast.

- “Do you have any concerns about me as a candidate?”

WE LIKE TO ASK OUR
APPLICANTS SOME
QUESTIONS THAT WILL
ALLOW US TO SEE HOW
YOU THINK.

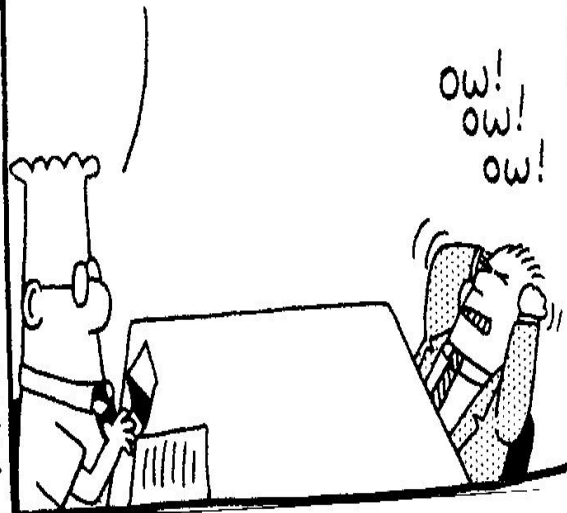


S. Adams

IF YOU HAVE A FIVE-
GALLON BUCKET AND
A FIFTY-GALLON
BUCKET, HOW CAN
YOU TELL WHICH ONE
HOLDS MORE WATER?

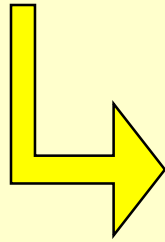


WHEN I SAID, "SEE
HOW YOU THINK,"
WHAT I MEANT
WAS...

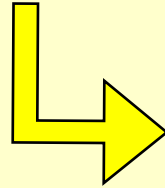


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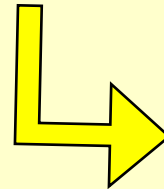
Listen



Clarify



Pause



Respond

Be Confident.....

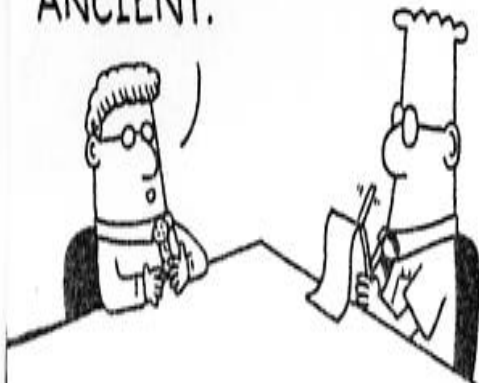


.....not arrogant.



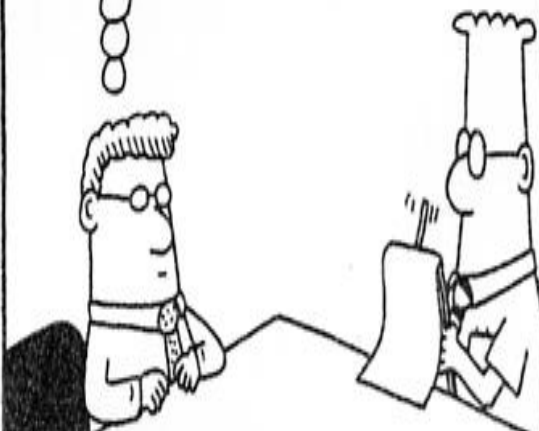
RECRUITING ON CAMPUS

IT'S FUNNY THAT YOU'RE
JUDGING ME. MY ENGIN-
EERING KNOWLEDGE IS
CURRENT AND YOURS IS
ANCIENT.



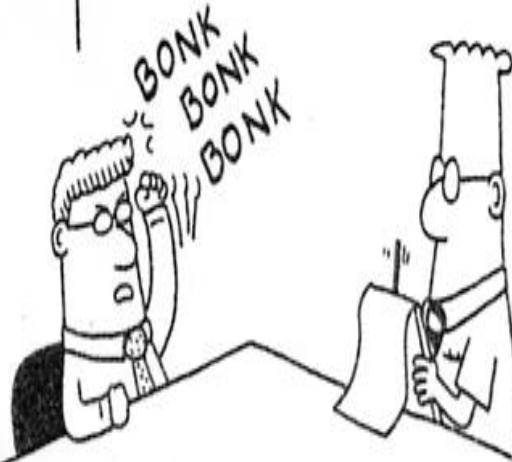
S. Adams

I THINK I
IMPRESSED HIM
WITH MY
CONFIDENCE.



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OOH! PEOPLE SKILLS!
I FORGOT!



After The Interview

- End on a Positive Note
- Make Some Notes For Yourself
- Send a Thank-You Note
- Check Your Answering Machine's Message
- Check Your Messages Frequently





HOW DID THE JOB INTERVIEW GO?



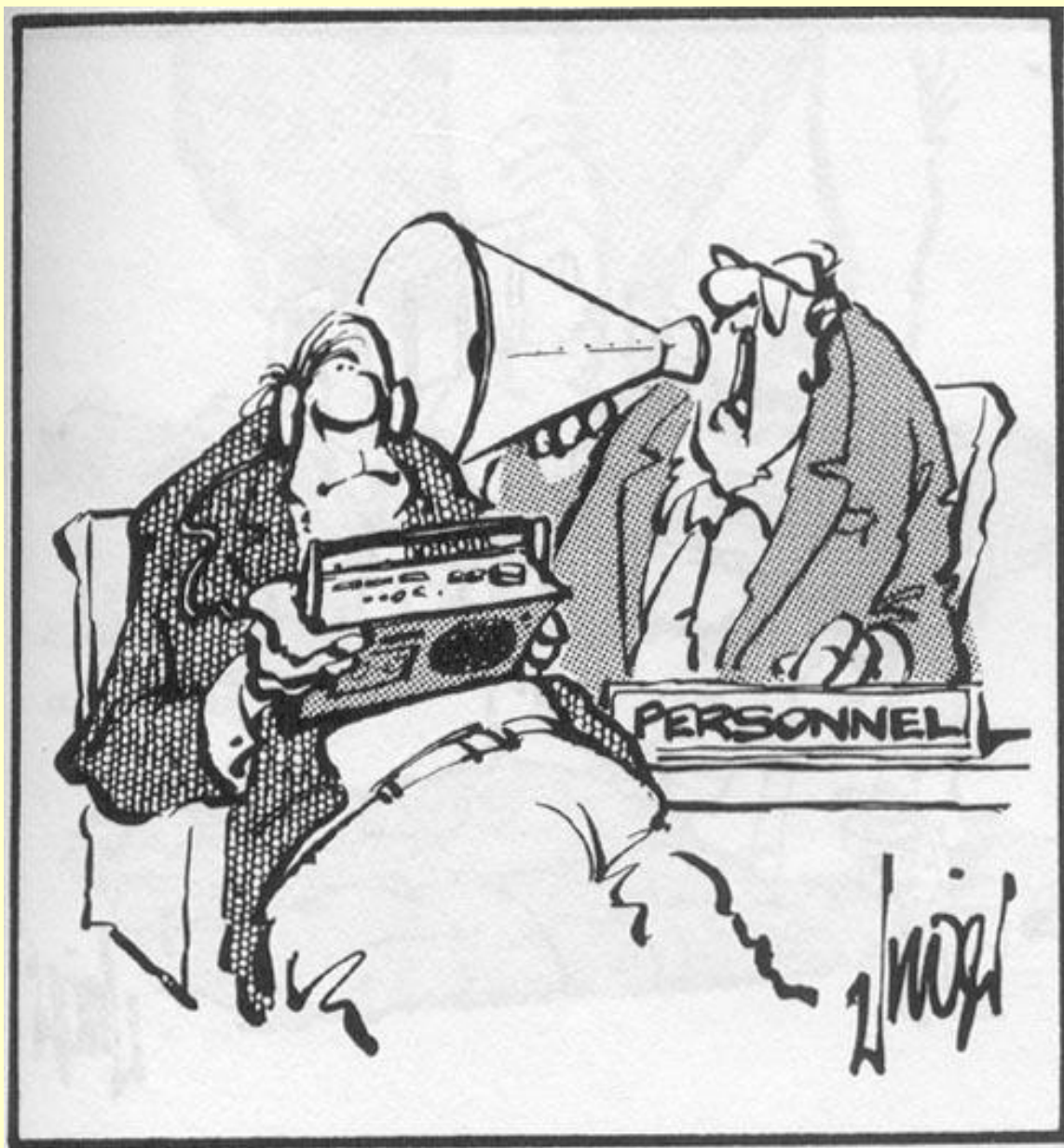
THEY SAID THEY'LL CALL ME





AND THEN WE TOLD HIM:

**“THANKS FOR THE INTERVIEW,
WE’LL BE IN TOUCH”.**



"The job's been filled."

Types of Interviews



One-on-One Interview



Panel Interview



Other Types of Interview

- Practice Case
- Test - Personality Inventory
- Informal Interview
- Extended Interview

So, What's Popular?

- Panel Interview (86%)
- One-on-One Interview (67%)
- Extended Interview (24%)
- Case Study (7%)
- Personality Assessment (3%)
- Other (1%)

The Future.....

- Virtual Reality (VR) Interview

Walmart is already testing it as a way to interview job candidates, says the retailer's head of learning, a man aptly named Andy Trainor. "With all the data you get from VR you can see where they look. You can see how they move and how they react," Trainor says. "You could do an interview in VR and based on the way they answer the questions you can preselect whether or not they'd be a good fit for that role."

Virtual Reality Goes To Work, Helping Train Employees, October 8, 2019. NPR

The Future.....

- **Artificial Intelligence (AI)**

Lots of Fortune 500 companies use some sort of AI to screen job candidates. In Sweden, recruiters are testing an AI-powered recruitment robot.

The robot being used by TNG, called Tengai, has been given a female voice and interacts with candidates by means of a talking head. Her face glows, and she can even mimic human facial expressions like blinking and smiling.

Can Artificial Intelligence Make The Hiring Process More Fair? April 8, 2019. NPR



BRACE YOURSELVES

JOB SEARCH IS COMING



**JOB HUNTING TAKES A
LOT OF GUTS AND PATIENCE.**

HOPE YOU FIND A GREAT JOB.

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