

INTERVIEWING WORKSHOP FACILITATOR'S GUIDE

Pre-requisite: Completion of online Interviewing Basics

Recommended Length: 2 hours

Materials Required:

- Laminated prepared questions, 5 sets (need one set for every 5-6 students)
(included in this packet – we laminated these for our students)
- Interview Observation Sheets (included in this packet)
- STAR Tips & Examples (downloaded from online)
- Evaluations

Welcome and Introductions:

Welcome the group.

Objectives: (Whiteboard)

- To practice using a framework for answering behavioral questions
- To get comfortable handling the salary question in an interview
- To get feedback on verbal and non-verbal behavior

Check Online Learning:

What does the acronym STAR stand for?

Situation, Task, Actions & Results

When is it okay to ask about salary and/or benefits?

Only after the offer is made

What is the best way to formulate questions you want to ask them?

Through your research and your networking efforts

What answer do you give when asked, ‘Tell me about yourself?’

Your positioning statement

We are going to spend our time today practicing panel interviewing at your table groups. Everyone will need to answer two questions: “Tell Me About Yourself” and “What are your salary expectations?” (write these on the whiteboard) **In the mock interviews, there will be general, basic type questions as well as some behavioral questions. What is the premise behind behavioral interviewing?** (that past performance is the best predictor of future performance).

Point out “Star Tips and Examples” sheets.

Tips:

- Learn about the company, paying close attention to the organization’s core values since you will need to relate stories that link your experiences and skills to the position and employer

- Focus on the job and key competencies by reading the job description and talking to any contacts within the company.

Activity One:

What percentage of people, exposed to inconsistent messages, found each of the three media most credible?

(Whiteboard)

VISUAL 55% (eye contact, facial expression, gestures, posture, appearance)

VOCAL 38% (volume, rate, pitch, diction, ums and uhs)

VERBAL 7% (word content)

For today's workshop, we will use the Interview Observation sheet as a guide when giving feedback. As observers, you should be looking at visual, vocal and verbal communication.

We will be doing a round robin interview by table groups. If it is not your turn to be interviewed or to be the interviewer, your role is an observer.

Direct them to the Interview Observation Sheet and go over the items.

At your table groups, decide who will be the interviewer and who will be the interviewee. All others at the table will have their observations sheets available and will be observers. The person being interviewed should walk in and shake hands with the interviewer. The interviewer will open with, "Tell Me About Yourself". The interviewer will randomly draw 4 questions to ask the interviewee. The final question will be a salary question. When that is completed, the observers will give feedback on what went well and what could be improved. Honest, constructive feedback is helpful in this safe environment. If you sugar coat the feedback, your classmate will not know what he/she needs to work on which could jeopardize future "real" interviews.

The process starts again with a new interviewer and interviewee. Continue until everyone at the table has had a turn. Then start the rotation again so that every student gets two turns to answer questions. For table groups of six, this will take about one hour.

Facilitator needs to walk around the entire time and give feedback as well.

List opportunities to practice interviewing:

This workshop

Club events

Tapings

Guest speakers

Case Style Prep

Summary:

Ask for some volunteers to share some observations that might help the entire group –

How was the salary question handled?

How confident do you feel after this practice session?

What do you still need to work on?

Action Items:

- Take the Negotiating online module
- Attend the Negotiating workshop

Facilitator:

- Evaluations