

Phone: 833-568-8864
Webinar ID: 160-052-0410

Welcome to

How to Ace Your Next Job Interview

May 26, 2021



May 21 | 1 © 2021 AmeriCorps.

 AmeriCorps

1

Today's Speakers

Phone: 833-568-8864
Webinar ID: 160-052-0410



Chris Hawkes
AmeriCorps VISTA
Training Specialist

Liz Matthews
Certified Career Coach
Johns Hopkins Carey
Business School
AmeriCorps Alum

7

The slide features a large, stylized 3D bar chart on the left. The chart is composed of three vertical bars: a red bar on the left, a dark blue bar in the middle, and a light blue bar on the right. Each bar has a white icon on it: a lightbulb on the red bar, a speech bubble on the dark blue bar, and a briefcase on the light blue bar. To the right of the chart, there are three horizontal lines, each with a colored box and text. The first line is red and says 'Before Prepare for interviews'. The second line is dark blue and says 'During Be your best on the day of'. The third line is light blue and says 'After Follow-up post interview'. In the top right corner, there is a circular logo with a stylized 'A' inside. At the bottom right, there is a copyright notice: '© 2021 AmeriCorps. May-21 | 3'.

3

1

Before Your Interview

Phone: 833-568-8864
Webinar ID: 160-052-0410



May 21 | 4 ©2021 AmeriCorps

4

Research the Employer

Phone: 833-568-8864
Webinar ID: 160-052-0410

Revisit the job description


Review the website


Review the social media footprint


© 2021 AmeriCorps. May 21 | 5

5

Revisit the Job Description

Phone: 833-568-8864
Webinar ID: 160-052-0410



© 2021 AmeriCorps. May 21 | 6

6

Revisit the Job Description

Phone: 833-568-8864
Webinar ID: 160-052-0410

- Write out examples from your experience underneath each of the qualifications
- Highlight required skills in the position description
- Prepare bullet points you can bring to your interview

© 2021 AmeriCorps. May 21 | 7

7

Review the Website

Phone: 833-568-8864
Webinar ID: 160-052-0410

What can you learn about their values and company culture?

What are their current priorities or initiatives?

- Annual reports
- Strategic plan or business plan
- Sustainability plan
- Diversity, equity, and inclusion plan

ISSN 1062-1024 • 100 • 2011 • 5

8

Review the Social Media Footprint

Phone: 833-568-8864
Webinar ID: 160-052-0410

- Where are they active online?
- Who do they follow?
- Are they in the news?
- What do others say about them?
- Are they financially viable?
 - Guidestar
 - Better Business Bureau

© 2021 AmeriCorps. May-21 | 9

9

Research the Employer

Phone: 833-568-8864
Webinar ID: 160-052-0410



Resource:
"Polishing your LinkedIn Profile"
<https://insights.collegeconfidential.com/seven-tips-to-help-you-maximize-your-linkedin-profile>

- Find out if anyone in your network works there
- Use LinkedIn to gather insights about the organization

10

Prepare to Answer Questions

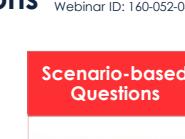
Phone: 833-568-8864
Webinar ID: 160-052-0410



Common Questions

- What's your greatest professional achievement?
- How would your coworkers describe you?
- What do you do outside of work?

Scenario-based Questions



11

Tell Me About Your AmeriCorps Experience

- Keep it simple
- Prepare a brief description to explain AmeriCorps VISTA
- Refer to your monthly reports and VISTA Assignment Description to highlight your impact

"VISTA members serve fulltime for one-year terms to develop sustainable programs to address poverty in the United States. For my project, I worked to expand opportunities for underserved youth who lived in a food desert to access healthy foods by developing a community garden and healthy habits curriculum."

Phone: 833-568-8864
Webinar ID: 160-052-0410 

12

Tell Me About Your AmeriCorps Experience

“My service targets low-income and vulnerable communities and helps to alleviate effects from climate change on transportation, energy, food, and housing systems.”

Melissa Hoang
Ecolibrium3

I develop and amplify programs and initiatives that work towards a sustainable and equitable future, such as the Duluth Citizens' Climate Action Plan, a community-wide effort to reduce local greenhouse gas emissions by 80% by 2050.

Phone: 833-568-8864
Webinar ID: 160-052-0410

13

Dreaded Questions

What are your weaknesses?

- Spin it into a positive
- Use examples NOT relevant to this position

What are your strengths?

- Use examples related to this position



Phone: 833-568-8864
Webinar ID: 160-052-0410

Americorps

14

A screenshot of a LinkedIn Learning video player. The video is titled "Judi Glickman on Pitching Yourself" and is described as a "Framework overview". The video frame shows a woman with dark hair and a floral jacket. The LinkedIn Learning interface includes a search bar, a navigation bar with icons for home, my learning, and notifications, and a logo for LinkedIn Learning in the top right corner.

15

16

Prepare Questions to Ask the Employer



- Ask questions that show you've researched the organization
- Ask questions that get the employer to envision you in the role

17

Prepare Questions to Ask the Employer

- How do you support people from different backgrounds to feel welcome and empowered at the organization?
- What training programs are available to your employees?

18

Inappropriate Questions

Phone: 833-568-8864
Webinar ID: 160-052-0410



Avoid asking:

- When can I take time off for vacation?
- Did I get the job?
- What does this job pay?



Employers should never ask about your:

- Age
- Race, ethnicity, or color
- Gender or sex
- Country of national origin or birthplace
- Religion
- Disability
- Marital or family status

© 2021 AmeriCorps. May 21 | 19

19

Poll Question

Phone: 833-568-8864
Webinar ID: 160-052-0410



What is the most common type of interview format you have experienced?

- a) Phone
- b) Online (Zoom; MS Teams; Google; etc.)
- c) Video Submission
- d) In-person

2020 RELEASE UNDER E.O. 14176

20

During Your Interview

Phone: 833-568-8864
Webinar ID: 160-052-0410



21

22

During Your Interview

23

During Your Interview

24

Make Your Case

Phone: 833-568-8864
Webinar ID: 160-052-0410 

What you bring to their organization



Why you want to work there



Why get involved with Habitat?

Stories

Read about Habitat's work in your community and all over the nation.

25

A woman with long dark hair, wearing an orange sweater, is sitting at a desk and working on a silver laptop. She is looking down at the screen. On the desk in front of her is a red mug and a small potted plant in a white pot. The background is a bright, modern interior with a white brick wall and a window.

26

27

Phone: 833-568-8844
Webinar ID: 160-052-0410

Your Next Steps

- Practice talking about your AmeriCorps experience
- Answer common interview questions with a friend
- Use LinkedIn!

© 2021 AmeriCorps. May-21 | 28

28

Let's review!

What strategies can you use to research a potential employer?

How can you respond to the question "What are your weaknesses?"

When should you send a follow-up thank you note?

29

Webinar Evaluation

Phone: 833-568-8864
Webinar ID: 160-052-0410 

- How can we improve this presentation?
- Please take a few moments to complete a brief survey once we log off today.
- Find the survey link in the Chat on your screen.
- Thank you for your feedback!

30



What questions do you have?



149

31



Upcoming Webinar

Phone: 833-568-8864
Webinar ID: 160-052-0410



Designing Virtual, Remote, and Distanced Volunteer Opportunities

Thursday, June 24, 2021
3:00-4:00 p.m. ET / 12:00-1:00 p.m. PT

© 2021 AmeriCorps. May-21 | 32

32



Thank you!



May-21 | 33 © 2021 AmeriCorps.

33
