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Webinar ID: 160-052-0410

Welcome to

How to Ace Your Next Job Interview

May 26, 2021

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Today's Speakers



Chris Hawkes
AmeriCorps VISTA
Training Specialist



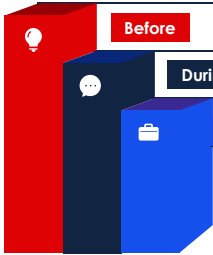
Liz Matthews
Certified Career Coach
Johns Hopkins Carey
Business School
AmeriCorps Alum

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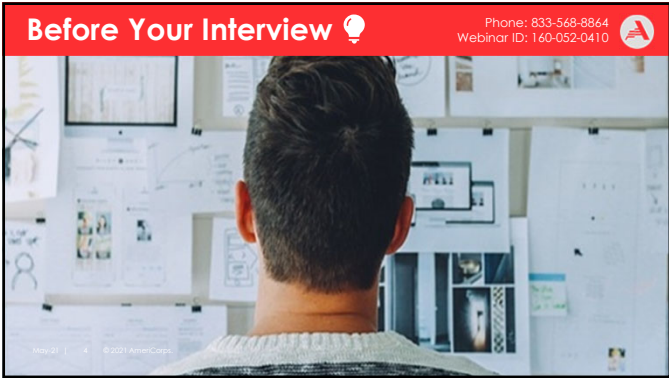
Today's Agenda



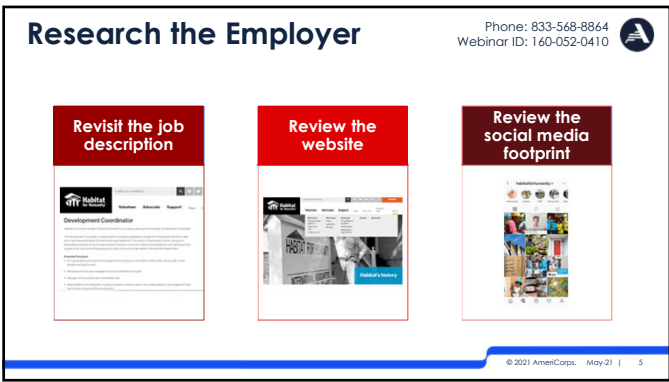
Before	Prepare for interviews
During	Be your best on the day of
After	Follow-up post interview

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Revisit the Job Description

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- 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

Duties and Responsibilities:

- Adhere to Habitat Sarasota's internal and external communications policies and procedures.
- Meet established development goals, strategies and objectives to effectively and efficiently grow the organization's mission to serve more families.
- Database record keeping** for grants management, donor gifts, volunteer scheduling, and mailing donor thank-you letters.
- Effectively administer grants** program that includes, writing, and submission of grant requests.
- Write compelling stories** for donor outreach.
- Compile and organize mail lists pulled from database and coordinate with mail-house
- Administration of social media accounts** and website editing.
- Provide direct support to the President & CEO to achieve organization goals.
- Collaborate with ReStore management as required to promote our mission and enhance ReStore sales and donations.
- Assist in special projects, employee recognition functions, onboarding new employees or events as needed.
- Ability to work flexible schedule and represent Habitat at events that may occasionally include evenings (when not in a pandemic environment).

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Review the Website

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What can you learn about their values and company culture?

What are their current priorities or initiatives?

Review their:

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

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Review the Social Media Footprint

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- 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

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Research the Employer

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LinkedIn

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

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Prepare to Answer Questions

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Common Questions

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

Scenario-based Questions

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Tell Me About Your AmeriCorps Experience

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- 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."

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Tell Me About Your AmeriCorps Experience

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

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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.

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Dreaded Questions


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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

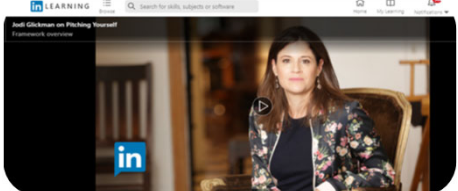


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Tell Me About Yourself

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Chat Question

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

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Prepare Questions to Ask the Employer

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

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Prepare Questions to Ask the Employer

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

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Inappropriate Questions

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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

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Poll Question

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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

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During Your Interview

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Set Yourself Up for Success
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During Your Interview
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It's okay to:

- Have notes in front of you
- Take a pause
- Ask for clarification
- Show your personality

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It's best to avoid:

- Checking your cell phone
- Using lots of filler words
- Dressing unprofessionally for the job

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Make Your Case

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What you bring to their organization





Why get involved with Habitat?

Why you want to work there


Stories

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


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After Your Interview



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Appropriate Follow-Up

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Send thank you notes within 24 hours

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

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Your Next Steps

Practice talking about your AmeriCorps experience

Answer common interview questions with a friend

Use LinkedIn!

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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?

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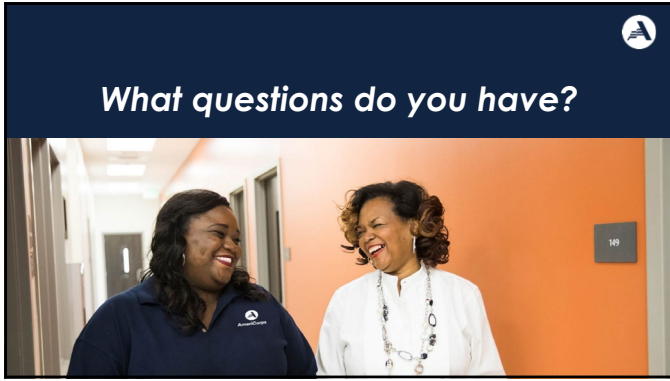
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Webinar Evaluation

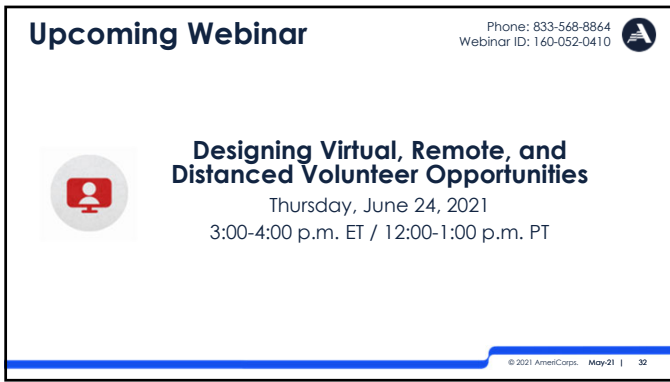
- How can we improve this presentation?
- Please take a few moments to complete a brief survey once we log off today.
- Find the survey link in the Chat on your screen.
- Thank you for your feedback!

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