# skills for effective job interviews and networking.

**Preparing for the Interview**

An interview is a professional conversation. When talking, remember to keep your responses and questions relative to the position you are interviewing for.

1. Be prepared to speak on the various aspects of the company from your research.
2. Review job description and be ready to expound upon the bulleted points in your resume.
3. In addition to your questions regarding your education and work experience, recruiters’ may ask behavioral and/or personality questions. Before your interview think about potential answers to questions pertaining to:

* Interests and hobbies
* Passions and skills (i.e., things you are good at, what motivates you, what classes and clubs you participated in and what aspects you enjoyed)
* Problem solving and behavioral

1. When answering questions in this category remember to use the STAR Method.

* *Situation*: Briefly summarize the scenario/event
* *Task:* What was your goal/desired end result
* *Action*: What steps did you take to achieve your goal
* *Result:* Did you achieve your goal or was there another outcome

1. Prepare a few questions you may want to ask about the position or company. Interviews are the time for both the interviewer and interviewee to see if they will be mutually beneficial.

## Sample interview

**Interviewer:** Let me introduce myself. I am the manager of our finance department here and we have an open position, so we have been interviewing applicants to fill the position as quickly as possible.

**Interviewee:** Yes, sir, I read about the position on your website, and I think I am a good fit.

**Interviewer:** We currently have several ongoing projects and the team is working hard. We are hoping to keep busy for a long time.

**Interviewee:** What are the essential qualifications required for the position?

**Interviewer:** This is an entry-level position; we do provide a lot of training here. But we do require that you have at least a bachelor’s degree in finance. Previous experience in the field is a plus.

**Interviewee:** What kind of experience would you count as a work in the field?

**Interviewer:** Even though we provide training, it would be great if you had some knowledge in database.

Which school did you graduate from?

**Interviewee:** I was a student at ABC University, and I graduated with a bachelor degree in economics and finance. I worked as a tutor in school for about 2 years. Guiding students through their projects helped me get experience in areas.

**Interviewer:** What are you looking for in a job?

**Interviewee:** The job should definitely help me grow in my career. I will be happy to learn and grow as I work in a passionate company like yours.

# Networking

You can establish and retain professional and social contacts by having networking abilities. These abilities are helpful for networking, sharing ideas, and discovering job prospects.

Building and maintaining a professional network is a vital step for career success and longevity.

You may have need to tap into your network at multiple times in your career.

Building Your Network

Your network can be comprised of individuals from various aspects and parts of your life. They could be anyone you know including friends, neighbors, classmates, co-workers, teachers, and professors.

Create a list or an excel sheet with the following information to get started:

1. Name
2. Contact Information (Address, Email, Phone)
3. Your relationship/how you met?
4. When was the last time you had contact with them?

Your network with continue to evolve and grow as you do throughout your career as you make connections at social functions, new positions, conventions professional organizations, and conferences.

Tools for building a strong network include:

• LinkedIn – make sure you follow interested people and groups

• Attending professional conferences

• Be part of Industry Events

• Join Industry Associations – Get involved

# listening comprehension through job related dialogues and discussions.

**Dialogue 1**

**Regina:** Hi Brian. How are you doing?  
**Brian**: Hey Regina. I’m doing good, what about you? You look quite happy, what happened?  
**Regina**: Oh yes Brian, finally my dream has come true.  
**Brian:** And what is that if I may ask?  
**Regina**: I got a job in XYZ media house in New Jersey.  
**Brian**: Wow, but this was obvious. Congratulations!  
**Regina**: Thank you so much Brian.  
**Brian:** So, don’t I deserve a treat? And you cannot shy away. (smiles)  
**Regina:** Hmm…. I am so sorry Brian; this time it won’t be possible. But I promise, I definitely owe you one.  
**Brian**: Oh, not an issue. I completely understand. Now, you might be having a lot of formalities to take care of.  
**Regina:** As expected. In fact, my joining is on the next Monday. So, I have to hurry a bit.  
**Brian:** Well, that’s too quick. I guess they should have given you sufficient time to gather yourself and wrap up your priorities.  
**Regina:** Never mind. I am all set to fly. Just a bit of things left to sort out and I’m done.  
**Brian:** I am happy for you. By the way is this company providing you accommodation and travelling with other perks?  
Regina: Yes, the company is taking care of everything so I don’t need to worry about it.  
**Brian:** That’s really cool. I hope you read all the points in your appointment letter.  
  
 **Dialogue 2**

**Clinton:**Do you think you can easily land your first job here in the UK?  
**Clarisa:** With many internship, apprenticeship and scholarship opportunities available, I believe it will be easier for me to build my career here.   
**Clinton:**What position do you actually want for your future career?  
**Clarisa:**I want to work full time as a research scientist specializing in nanotechnology.  
**Clinton:**Awesome! As far as I know, research scientists typically have master’s or doctorate degrees. That means you have to continue your study at least until master’s degree.  
**Clarisa:** I know. I do plan to enroll in a master’s program immediately after I finish my bachelor’s.  
**Clinton:** Have you consulted the career advisor at the career center office?  
**Clarisa:** No, not yet. It never crossed my mind. That’s a good idea, Clinton.  Thank you.  
**Clinton:** Glad to help.

**Dialogue 3**

**Mike:**Good Morning, John. I am Mike.

**John:**Good Morning.

**Mike:**How are you doing?

**John:**I am doing fine. Thank you.

**Mike:**How was the traffic coming over here?

**John:**I am so glad that the traffic was light this morning. No traffic jam and no accidents.

**Mike:**That is good. John, let’s start the interview. Are you ready?

**John:**Yes, I am.

**Mike:**First of all, let me properly introduce myself. I am the Finance Department Manager. As you know there is an open position in my department, and I need to fill this position as soon as possible.

**John:**Please, tell me a little bit about the position.

**Mike:**It is an entry-level position. The new employee will have to work closely with the Accounting department. He will also have to deal with the bank on a daily basis.

**John:**What type of qualifications do you require?

**Mike:**I require a four-year college degree in Finance. Some working experience would be helpful.

**John:**What kind of experience are you looking for?

**Mike:**Doing office work is good. However, since this is an entry-level position, I do not require a lot of experience. I am willing to train the new person.

**John:**That is great!

**Mike:**John, tell me a little bit about yourself.

**John:**I was a student at West Coast University, and I just graduated with a Bachelor degree in

Finance. I have been working part-time as a payroll clerk for the last two years.

**Mike:**What are you looking for in a job?

**John:**The job should help me see what Finance is all about. I have learned a lot of Finance theories at school, and now it is time for me to put them into practice.