

23U04b Interview Preparation

Hello everyone. Welcome to the PUNLA CoffeeTable for one of our student conversations. PUNLA Christian Ministries in conjunction with our ministry partners in the Philippines has developed a series of informative modules to provide information, guidance are career selection, motivation and preparation for your future jobs and careers. As with all things in life, your relationship with God is the first priority.

In Today's conversation we will discuss Preparation for Interviews. We want to share some useful techniques and tips so you can pass your interview and land the job.

Let's pray. *Heavenly Father, thank you for everything. Thank you for giving us opportunities. Thank you for giving us assistance with our tasks in this life. Lord, I pray for every listener today, that they may make you the top priority in their life. I know Lord that when we focus on you, you will guide us, you will help us. You alone can give us peace and hope no matter what we are facing in our lives. I trust you, Lord. And I pray in your name Lord Jesus. Amen.*

Interview preparation. You have got to spend time preparing for each interview you get. Do you want the job or not. If you don't want the job, then don't waste other people's time. But if you want the job, then put in the effort so you have a chance to succeed.

"By failing to prepare, you are preparing to fail." — Benjamin Franklin.

This is a great quote from one of the founding fathers of America. One of history's smartest people. If you don't prepare, you are preparing to fail. And what about this quote from Sun Tzu one of China's great philosophers and military strategist. The author of a very famous book, "the art of war".

"Every battle is won before it's ever fought." — Sun Tzu

No battle, no interview, really nothing in life can be a success without preparation. The best prepared is usually the most successful.

Even the Bible supports this perspective, there are several stories that support preparation. One of my favorites is the ten bridesmaids parable in Matthew 25:1-13. Jesus tells us that those that prepare well are wise and those that don't anticipate, and plan are foolish. Here is the beginning of the story from the NLT bible. *"Then the Kingdom of Heaven will be like ten bridesmaids who took their lamps and went to meet the bridegroom. Five of them were foolish, and five were wise. The five who were foolish didn't take enough olive oil for their lamps, but the other five were wise enough to take along extra oil. When the bridegroom was delayed, they all became drowsy and fell asleep.*

The first step in getting prepared is identifying your strengths and weaknesses. List your skills, abilities and accomplishments. The reason we do this is so we can recall them quickly in an interview. Practice saying what they are and how you acquired them. Rehearse what you want to say. Make sure you concentrate on skills related to the job you are interviewing for or at least related to their business. Spend time comparing your

skills with what the job description says they are looking for. Match your skills and abilities, your experiences and accomplishments to each item in the job description.

Next, learn as much as you can about the company and the person who is going to interview you. Check out the company's website. Figure out what they do and especially what they do at the site you are interviewing at. Remember some companies do different things at different locations. Read their mission and vision statements. These statements can give you words and phrases you can use when describing yourself in their words. Make sure you understand the products and services the company is providing at the location you are interviewing for. Find out what locations they have. You can use this information to create professional goals that would fit with the company's goals.

Now you are ready to practice. Mock interviews are a great way to get ready for an interview. Go through common interview questions, so you are prepared to answer these questions. Practice answering these questions over and over. You can do this in the mirror or with friends or family. I strongly recommend Mock interviewing in front of someone you trust, so they can give you feedback. Practice sounding normal. Use your regular voice. You might even record yourself, so you can hear what you sound like. This will help you modify any facial expressions or gestures which might be distracting. Watch out for your speech, "a", "um", etc. Don't fill the silence with meaningless sounds. Just be silent while you formulate your answer.

I'd like for you to listen to some advice on practicing from Deniz Sasal.

[VIDEO Interview Preparation (3:21)]

High tech tool for presentation preparation, a mirror. Practice in front of a mirror. It will help you to feel like, I'm ready and I'm prepared. Practice engaging in conversation. Rehearse, so your answers are second nature. Make the answers easy. You have a major advantage over your competition if you just rehearse and practice.

Here is another really helpful video about best interview practices by jobspeaker.

[VIDEO Interview Best Practices (3:47)]

This is such good advice. Dress appropriately. Dress professional not sensational. Do not be too casual for your first interview. Social media. I cannot stress this enough. Clean-up your social media. Facebook, Twitter, Instagram, TikTok, etc. Your interviewing company will most likely check out your social media. It is better to never post compromising things anyway. But especially if you are interviewing for a job, make sure there are no posts that will negatively impact your interview. Be early for your interview. 10-15 minutes early take into consideration traffic or delays. Being late is a sure way to not get the job. Treat everyone with respect. Be friendly. You only get one chance to make a 1st impression. Treat everyone politely. Handshakes and body language are all important. And no phones. Once you enter the company's location

stop using your phone. Don't take calls, don't text, don't check your social media. Just turn off your phone would be even better. No phone use while waiting.

The last thing I want to specifically talk about is handshakes. This is complicated depending on the person you are interviewing with. Generally, a handshake is an appropriate greeting in a business setting. However, some cultures do not like to shake hands so research who you are interviewing with and watch for signals of handshake or not. A proper handshake should be a firm grip with proper eye contact. Motion from elbow and your handshake should last no longer than 3-4 seconds. If you are sitting down. Stand up to shake hands.

When not to shake hands. If the other person's hands are full. If you are greeting someone who is your superior, let them initiate the handshake. If you know you are going to be shaking hands, try to warm and dry your hands prior to the handshake. A handshake can leave a lasting first impression so be prepared.

The next step in your preparation is preparing to answer behavioral interview questions. Here is a simple and effective way that will help you structure your answers to behavioral questions. It's called the S.T.A.R. formula.

- S – Situation** (i.e., event/challenge)
- T – Task** (i.e., Responsibilities/ Assignment)
- A – Action** (i.e., Steps you took)
- R – Results**

Here is how it works. An example question might be this, *“Describe a situation in which someone critiqued your work. How did you respond?”* First don't rush to answer, formulate your response carefully. Here is an example.

“During my internship at ABC company, I was asked to design a poster to promote an outreach program to raise funds for typhoon victims. After I was satisfied with my design, I presented it to my supervisor. I thought my design was great, however she didn't agree with me and she pointed out some issues with my design. I initially felt bad about it but I considered the issues she pointed out and how to fix them. I also asked her for some advice to improve my work. After incorporating the ideas I gleaned from my supervisor, the poster actually looked better than my initial design. From that experience, I learned that I can use negative criticism to improve my work.”

So, let's break it down carefully, First, Situation. *“During my internship at ABC company, I was asked to design a poster to promote an outreach program to raise funds for typhoon victims. After I was satisfied with my design, I presented it to my supervisor. I thought my design was great, however she didn't agree with me, and she pointed out some issues with my design.”* You prepared a promotion during an internship, but your supervisor did not like it. You can use something from OJT or even a school project. You just need to have a situation where you got criticized for your work.

Next part is Action. *“I considered the issues she pointed out and how to fix them. I also asked her for some advice to improve my work. After incorporating the ideas, I gleaned from my supervisor.”* How did you handle the criticism, you treated it as advice and your worked to improve it.

Last Result. *the poster actually looked better than my initial design. From that experience, I learned that I can use negative criticism to improve my work.* The criticism actually helped you to improve. You took a negative and made it a positive.

Let's pray.

Heavenly Father God. Thank you. Thank you for guiding our decisions such that what we do glorifies you. We trust you, Lord. And we know that you will help us if we seek your guidance and assistance. Thank you for the opportunities you have given us. Lord help us to surrender control of our life to you. Thank you, Jesus for seeing the potential in me when I did not see it in myself. I love you Jesus. And I pray in your name Lord Jesus. Amen.

Okay, let me leave you with this today. If you don't prepare, you are preparing for failure. There is no excuse for not being prepared. Spend time preparing and researching and practicing. But don't neglect the most important part of your preparation and that is your relationship with Jesus. You can trust God with your life. You can definitely trust God with your job interview. Pray for peace and guidance. Do what God is urging you to do? Psalm 37:23-24(NLT) *The LORD directs the steps of the godly. He delights in every detail of their lives. Though they stumble, they will never fall, for the LORD holds them by the hand.*

God will guide you, he will direct your step, if you only surrender control to him. God can calm your anxieties and worries. God can give you peace that surpasses all understanding. Even when we fail and stumble, God is there holding our hand, helping us, caring for us.

Thank you so much for allowing me to have this conversation with you today. Put God first in everything you do every time and trust God with everything. Then experience the abundant satisfying life that God has planned for you. Life in the kingdom of God right here on earth.

I don't know what God has planned for you, but I am confident that God's plan for you that is bigger and better than anything you could ever imagine for yourself. If you want to speak with me, you can find my email on our website. www.punla.org. Or on Facebook, Twitter, Instagram and Tumblr. Until next time. God Bless

MODULE: Interview Preparation (23U04b)31m

OUTLINE (timestamp)

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