

Applying for a TAS Summer Academy Internship

Interview Workshop

Tuesday, Feb. 15, 2022

Questions about this presentation?

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Today, we will go over...

Elevator Pitch – How you start off an interview - you briefly introduce yourself and say why you're a good fit for an opportunity; it should be customized to that opportunity

Interview – An in-person or phone/ video call (ranging from 15 minutes - 1 hour) where employers want to know why you are a good fit for a job; for you, it is a chance to ask questions and get details to know if it's the right choice for you

Preparation and Dress Tips

How to Present Like a Professional

Introduce Yourself with A Handshake - Have a firm grasp. Pump twice. Shake from your elbow, not your wrist. Smile while you do it. Practice with friends and family.

Sound Confident - Pitch your voice downwards at the end of sentences. This removes the feeling of uncertainty.

Be An Active Listener - Nod once in a while or say “Okay”. Make eye contact sometimes. Put your hands together, in front or behind you, if you need to keep them from fidgeting.

Elevator Pitch

Spend 5 minutes putting this together:

- Your full name, your year at school, and what you are interviewing for
- Your primary goal in applying for this internship (first section of your resume)
- 2-3 points why you are a good fit for this internship
- Try to keep to 60 seconds

Practice Your Elevator Pitch

Speed Practices:

- Shake hands and present your elevator pitch to someone (2 minutes); receive some feedback
- Switch and do the other person (2 minutes); give feedback
- Do it again!
- One more time!

STAR Technique



(Prepare)

Listen to the question and think of an event.

Result

Close with the result of your efforts.

Situation

Describe the event or situation that you were in.

Task

Explain the task you had to complete.

Action

Describe the specific actions you took to complete the task.



Behavioral Interview Questions

- Give me an example of a difficult problem you solved. How did you solve this problem?
- Tell me about a mistake that you've made. How did you handle it?
- Can you tell me about a challenging situation you overcame?
- Tell me about a time you learned a new skill. How did you approach it and how did you apply your new learnings?
- Tell me about a time you handled a stressful situation when you were under a lot of pressure.
- What is your proudest accomplishment and why?

Try it out with this question:

- Can you tell me about a challenging situation you overcame?

Spend 5 minutes crafting your answer to this question with STAR:

- *What was the event or situation you were in?*
- *What was the task you had to complete?*
- *What actions did you take to complete the task?*
- *What was the result of your actions?*

Practice Your Interview Question

- Can you tell me about a challenging situation you overcame?

Shake hands and present your answer to someone (2 minutes); receive some feedback; switch and do the other person (2 minutes); give feedback

Remember STAR:

- *What was the event or situation you were in?*
- *What was the task you had to complete?*
- *What actions did you take to complete the task?*
- *What was the result of your actions?*

Questions for Your Interviewer (Always Have 1 or 2)

- Look at the job description and prepare questions if you don't understand or want clarification on certain details
- Research what the organization does and prepare questions if you are curious about how they operate
- Research what your professor/ Primary Investigator does and prepare questions about their work
- Ask them what they hope you will get out of this internship
- Ask about networking opportunities, chances to meet other people in their organization, and getting informal mentoring

Dressing Professionally for Interviews

Colors or patterns that are not too distracting

Black, grey, dark blue, or khaki for bottom half

Button-down shirts for men

Cover your tattoos, your shoulders, and your chest

Go for a knee-length hem or lower

Blazer or jacket and ties necessary for law/ business/ finance interview

Flats, heels, or dress shoes

General Rule:

Err on the side of formal

Virtual Interview?

Dress up even if it's virtual! You will feel more professional.

Position your webcam to capture your head and shoulders, and make sure you're not too backlit (put lamp in front of you).

Remove distracting items behind you or position yourself differently.

Use blur or different backgrounds if you need.

Practice beforehand. It is easy to do this with a friend, family member, or teacher.

Head and shoulders clearly visible
Face is brightly lit
Nothing too distracting in the background

Don't make your face too big or in shadow
Don't put the light at your back
Prop your computer up so you can look directly ahead at the screen, not too far down or up



Final Tips on Preparing for an Interview

- Google behavioral interview questions and practice answering them in the mirror or with a friend/ family member
- Time yourself to know how long you're going (2 minute MAX per response)
- Be prepared! Always bring a few printed copies of your resume and cover letter to an in-person job interview
- Get a good night's sleep
- Bring a bottle of water