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Tanya's Career Resource Web Page

<https://spaces.pcc.edu/x/04udBQ>

Interview Mindset (people,data,things,ideas)

- The interviewer thinks you can do the job or they would not have scheduled an interview. Its OK to take your time before answering.
- Look for continuity and commonality in your experiences, make connections between you and the job. Teach the interviewer about you. If they know you they can hire you.
- Think of it as building a bridge - you have a lot of control here.
- There is an art to demonstrating your value to an employer, discuss your skills in their context to paint a clear picture of your gifts.

Interview Structure

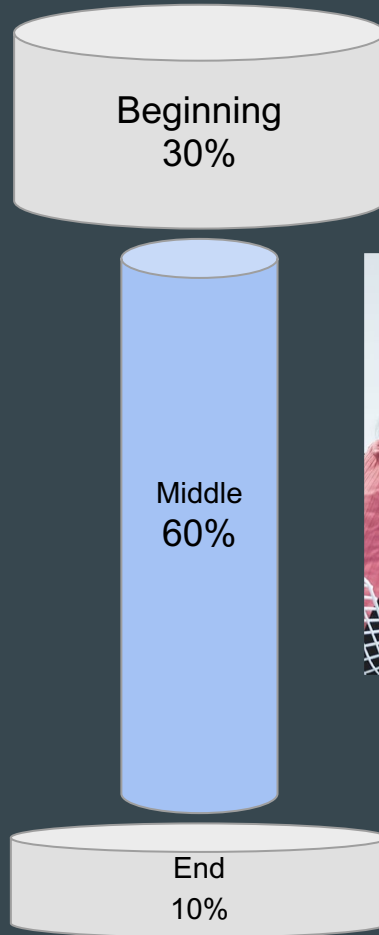
First 30% of an interview is broad and more relaxed

- Introductions
- Settling in, mood is set
- Position is described

The middle 60% of an interview starts when they ask you, “Tell me about yourself”. This focuses the scope of the conversation on your qualifications

- Education, skills, interests, experiences

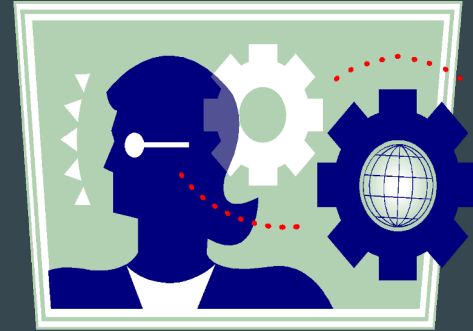
The last 10% starts with, “Do you have questions for us?” The interview widens again and the dynamic shifts.



Preparing for the Interview: Self-Assessment

Consider your motivation in applying for the job with this company by asking:

- **What do I have to offer this company?**
- **How do I fit (skills, interests, personality)?**
- **Why do I want this job (values, skills)?**
- **What do I expect from this job (skill builder)?**



Purpose of an Interview

This is your chance to bring context to your resume.

The interview is the employer's chance to test three things.

- **Fit** – Is the applicant someone the interviewer wants working for them?
- **Motivation** – Is the applicant excited about the job and the company? What are the applicant's goals?
- **Professionalism** – Is the applicant truly able to do what he/she claims, in a professional manner?

The applicant who is chosen - best fits the employer's ideal employee profile.

An aspect Interviewers look for

- Adaptability
 - Alertness
 - Communication Skills
 - Decisiveness
 - Enthusiasm
 - Persuasiveness
 - Problem Solving Skills
 - Professional Appearance
 - Self-Confidence
 - Sense of Humor
 - Sincerity
 - Thoughtfulness
- These are personal attributes, not technical skills. As you prepare for your interview the attitude and image you project are as important as what you know how to do. This is the soft skill “fit” aspect.

Preparing: Personal Readiness (Industry specific)

Know the Job and Company – Research via informational interviews, Glassdoor

Trial Run – Know where you are going, commute time, what you are wearing etc.

Body Language, Voice Tone – So much is conveyed nonverbally- show enthusiasm and friendliness AND professionalism

Appearance, Handshake & Eye Contact – (culturally and Covid aware)

Materials – Resume, work samples, reference page/letters, transcript, paper/pen

Mannerisms – Become aware of nervous behaviors (playing with jewelry, swiveling in a chair for example) and learn to control/minimize them

Interview Stages (Begins in the parking lot)

- **First Impressions** - *Interviewer takes the lead; pleasantries exchanged; parameters of interview laid out*
- **Interviewer's Questions** – *Longest part of interview
Interviewer leads, asking questions and evaluating
your responses*



Interview Types:

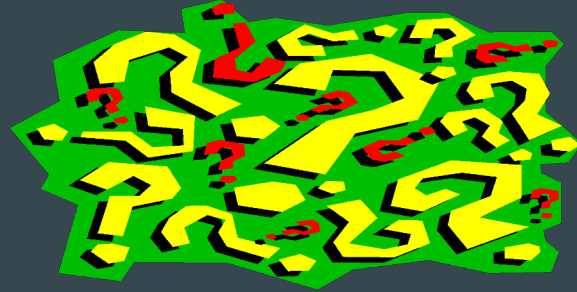
- One - on - One
- Panel/Committee
- Screening
- In person, phone ,remote recorded, questions
- Technical/second
- Over meals/social events

Interview Stages cont.

- **Your Turn to ask Questions** – *Be prepared! Your questions help demonstrate your interest in the position.*
- **Making Your Final Pitch:**
 - *You have only one to two minutes to market yourself.*
 - *Be prepared to emphasize **three** things about **you** the interviewer should remember when making a decision.*
 - *Express your desire to work for **this** company.*
 - *Clarify the timing/process for making a decision.*

Interview Questions: While in the Interview

- Think Positively – they think you can do the job - so should you
- Narratives – contextual stories that show skills
- Maintain a Professional Attitude
- Listen to Questions – it is ok to ask for them to be repeated, and to pause and think before answering
- Reaction or non-reaction from interviewer



Answer Preparation:

- **Questions May Cover Many Topics** – your qualifications, interests, even your personality.
- **Thinking Through Responses Creates Confidence and Control** – formulate what you want the employer to learn about you **before** you meet. Share your skills in stories to give context.
- **Practice, Don't Memorize** – Think of the reason for the question (to understand the why) and target your answer. Memorization is limiting and may keep you from hearing the actual question.

Answer Preparation cont.

Cultivate Narratives about Your Experience

- Interviewers are looking for stories reflecting your successes. Demonstrate your skills by describing **situations** you've faced, what **actions** you've taken, and what the **results** were. They need to see “you” clearly to hire you.
- Think back on internships, jobs, volunteer opportunities, class projects, club or student government experiences to develop these stories.
- Structure your stories using these steps:
 - State your Situation
 - Provide Details of who, what, where, when and why
 - Give numbers, if possible, to support your story
 - Describe the positive results of your action
 - Show the employer how your story relates to this position

Interview Questions

- Tell me about yourself.
- What makes you a good candidate for this position?
- What interests you most about this job?
- Why do you want to work for us?
- What are your strengths and weaknesses?
- What did you like best and least about your last job?
- What jobs have you enjoyed most? Least? Why?
- What is your energy level like? Describe your typical day.
- What have you learned from jobs you have held?

Interview Questions cont.

- Can you work under pressure? How do you handle stress?
- How long will it take to make a contribution to our company?
- How would your supervisor describe you?
- What are your outstanding qualities?
- What can you do for us that someone else cannot do?
- Do you prefer to work individually or as part of a team?
- Where do you see yourself in 2 -3 years?
- What does a perfect working environment mean to you?
- Can you describe a perfect supervisor?
- Why should we hire you?

Behavioral Interview Questions

(How Past Experiences Determine Future Success)

Tell me about a time when...

- You handled a difficult situation with a co-worker
- You were creative in solving a problem
- Your work or idea was criticized
- You were forced to make an unpopular decision
- You did not fulfill a commitment to someone

Behavioral Interview Questions –Cont.

(How Past Experiences Determine Future Success)

Tell me about a time when...

- You exceeded someone's expectations.
- You convinced others to use your ideas.
- You had to speak up in order to make sure other people knew how you thought or felt.
- You had to be relatively quick in coming up with a decision.
- You contributed to a team work environment (be specific).

Questions to Ask your Interviewer

- How will my performance be evaluated?
- Has your organization hired other graduates from PCC? If so, could you talk about their performance and advancement?
- How would you describe the characteristics of the most outstanding employees in this position?
- What challenges did the previous person in this position face?
- When will you make a hiring decision?

Questions to Ask Cont.

- How is a new employee assimilated into the organization?
- What will be expected of me as a new employee?
- What is the nature of training and supervision given in the early years of employment?
- Does your organization provide opportunities for on-going training and education?
- What do you find most rewarding about working for this company?
- What are the opportunities for growth/advancement?

More Questions to Ask

- How will my performance be evaluated?
- Has your organization hired other graduates from PCC? If so, could you talk about their performance and advancement?
- How would you describe the characteristics of the most outstanding employees in this position?
- What challenges did the previous person in this position face?
- When will you make a hiring decision?

After the Interview – Review

- What did you learn about the job/company?
- Are you still interested in the job?
- What might you do differently next time?
- How well did you interview? What questions caught you off guard?



After the Interview – Follow up

Thank you notes set you apart from the competition

- **Write and send** within 24 hours of an interview – gratitude, interest, reminders and clean up
- **Typed or Handwritten** – either format but keep it professional
- **Remind them of your skills and abilities** and why you are a good fit for the job
- **Let them know you are still interested!**

Additional Interview Support

- ❖ Interviewprep: <https://www.pcc.edu/careers/job-coach/interview-practice/>
- ❖ Go to conduct
 - Click on created for you then select the class assignment
 - Or go to custom and create your own and select your questions
 - Share out for feedback (tmaldona@pcc.edu)

More Tools:

- LinkedIn has an AI powered recording tool www.linkedin.com/interview-prep
- Yoodli <https://app.yoodli.ai/>

Questions?

PCC Resources

SNAP and STEP help at PCC

From the webpage:

If you are receiving SNAP, and completing your GED® tests, building your English skills, or pursuing a career focused program, the STEP program has added support and resources to help cover:

- transportation
- books
- tools
- tuition/fees not covered by financial aid

Taking advantage of all the resources and support available to you can increase your chances of completing college and starting a career that offers economic mobility for you, your family, and your community!

Our team supports all PCC campuses.

Career Pathways at PCC

From the webpage:

Career Pathways certificates are 12 to 44 credits, can be completed in **less than a year**, and prepare you for employment in high-growth, high-demand industries while also providing a stepping stone to an associate degree, bachelor degree, and beyond. Career Pathways give you lots of options, and can increase your college success and completion.

- [See all Career Pathway options](#)
- [IET \(Integrated Education and Training\) Career Pathway options](#): a faster path to support ESOL, high school equivalency graduates, and students in Math 20, Reading 80/90, and Writing 80/90, or those wanting extra support in a cohort setting

Student Affairs at PCC

- Student Affairs covers a lot of different departments and services:
 - Academic and Career Pathways Guidance
 - Disability Services
 - Enrollment Strategy and Services
 - K-12 and Community Partnerships
 - Student Affairs Special Projects
 - Student Belonging and Wellbeing
 - Student Life and Engagement
- Let's focus on a few that may be helpful for you!
- General Student Resources, A-Z:
<https://www.pcc.edu/resources/#student>

Academic and Career Pathways Guidance

Career Services, Jobs & Internships: You can get help with career planning, internships, finding a job, resume and interview coaching, and more from any PCC campus!

- Visit the virtual front desk, schedule an appointment, go to a career webinar, or join an event:

<https://www.pcc.edu/resources/careers/contacts.html>

Academic and Career Pathways Guidance

TRIO Student Support Services: students are assigned a TRIO Advisor while working on your degree at PCC. They will help you with:

- Academic Advising (degree and university transfer planning)
- Making connections to resources and with other Students, Faculty, and Staff

They offer three Tuition-FREE College Success & Career Guidance courses

They have Math & Writing Tutoring hours that are just for TRIO SSS Students

When on campus, they have the TRIO Corner, a space for studying, tutoring, access to computers, and printing

Check out their page to see if you qualify: <https://www.pcc.edu/trio-sss/participation/>

Student Belonging and Well-Being

- DREAMers Resource Center: <https://www.pcc.edu/dream/>
- Illumination Project: <https://www.pcc.edu/illumination/>
- IBEC Centers
 - **Multicultural Centers:** <https://www.pcc.edu/multicultural/>
 - **Veterans Resource Centers:** <https://www.pcc.edu/veterans/>
 - **Women's Resource Centers:** <https://www.pcc.edu/women/>
 - **Queer Resource Centers:** <https://www.pcc.edu/queer/>
- Outreach & Advocacy Project
 - If you have experienced harm resulting from intimate partner/dating violence, sexual violence, harassment, or stalking, or have questions and want to talk to someone, they are here to help.
 - <https://www.pcc.edu/advocacy/>

Student Life and Leadership

- <https://www.pcc.edu/student-life/>
- IBEC Centers
- Clubs
- Get help reporting an incident or with staying safe
- Get connected with Counselling Services
- Talk to a LITE Listener: <https://www.pcc.edu/equity/get-involved/lite/>
- Get help with accessing food
- Join events and volunteer
- Find student discounts, low cost options, and free services
- Family services
- Theater, maker spaces, arts and culture, library
- Sports
- Help with academics

Future Connect and Fostering Success

Future Connect is a scholarship and support program for students who identify as first-generation or low-income. They focus on eliminating barriers to college, and provide students with on-going support throughout their time at PCC- they offer scholarship money, career guidance, and personalized advising

- Fall 2021 application open now: <https://www.pcc.edu/future-connect/>
- Southeast Campus also has Future Connect+, which offers relationship-based support for students who are working toward college-level reading and writing courses: <https://www.pcc.edu/future-connect-plus/>

Fostering Success provides a support network and personalized services to enable students who have experienced foster care to successfully complete career and educational goals: <https://www.pcc.edu/fostering-success/>

International Student Services

International Student Services: volunteer to help with orientation or join the Talk Time Cafe

- General Info: <https://www.pcc.edu/international-students/>

Talk Time Cafe

- Mondays, 11 AM-12 PM: Join [HERE](#)
- Wednesdays, 4-5 PM: Join [HERE](#)

Getting Help and Reporting Incidents

Public Safety: <https://www.pcc.edu/public-safety/>

If you're in immediate need of help:

- call 911
- call the Public Safety Emergency line: 971-722-4444
 - Report a crime in progress; Medical emergency or injury; Traffic collisions with injury

For non-emergencies that still require help now:

- Non-Emergency Line: 971-722-4902
 - Vehicle lockouts and battery jumps; Traffic collisions with no injury; Personal escorts; crimes not in progress
- Sign up for PCC Alerts to receive text message alerts straight to your phone.
- Log into MyPCC > MyPCC Home tab > Quick Links > click "Sign up for PCC Alerts"

Getting Help and Reporting Incidents

Report an Incident and get ongoing help: <https://www.pcc.edu/incident/>

- Discrimination: different treatment based on a person's identity; being treated unfairly; campus climate issues: <https://www.pcc.edu/equity/policy/nonharassment/>
- Sexual misconduct: unwanted or abusive behavior; domestic violence; sexual harassment; stalking: <https://www.pcc.edu/equity/get-help/dvsa/>
- Conduct: actions that violate school policy; inappropriate behavior; theft and vandalism: <https://www.pcc.edu/student-conduct/conduct/>
- Care: safety and health of students; behavior changes; threats of self-harm: <https://www.pcc.edu/student-conduct/care/>