

GEER UP NEWSLETTER

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UPLIFTING PROFESSIONALS



THE JOB INTERVIEW ISSUE

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01 ----WELCOME! / ANNOUNCEMENTS---- Welcome to your third monthly GEER UP newsletter! **GEER UP** stands for **G**overnor's **E**mergency **E**ducation **R**elief, **U**plifting **P**rofessionals.

Each issue of the newsletter includes general updates that may impact you, shares relevant resources that support your efforts, and gives you a chance to see what some of your peers are accomplishing.

Please note: That while the GEER program has ended, much of the information in this newsletter is helpful to anyone who wishes to get a job.

02 ---- THE JOB INTERVIEW ----

How To Prepare For Any Job Interview written by Sean Wright

Here are some tried and true guidelines you can follow that will help you present yourself in the best way possible in any kind of interview. There are also many details that you can take a deeper dive into outside of this article, and I encourage you to do so. Use these six guiding philosophies with all interviews and you can't go wrong: 1. be truthful, 2. be positive, 3. focus on accomplishment and growth, 4. do your research, 5. be concise, and 6. be enthusiastic.

1. **Be honest** with yourself and the interviewer. If you overstate your experience or skillset on your resume or if you claim skill beyond what you have in the interview, recruiters are likely to realize it and then you will no longer be under consideration.
2. **Being positive** applies to all that you may talk about in your interview whether you are highlighting areas that have challenged you to grow and overcome weaknesses, or had a less than stellar employer or team member. It is important to not bad mouth difficult customers, colleagues, or supervisors you've had in your professional and academic life.
3. **Focusing on what you have recently accomplished** with school projects and in your professional life will allow you to demonstrate your skills put to use in a meaningful way. If you've been promoted and/or given additional responsibility you will want to share that. If you have faced challenges in the past, but learned something new that improved your skills and performance, then you have something to share when asked about your weaknesses. Prepare your stories.
4. **Due diligence / research** for an interview means analyzing the job posting and preparing your talking points and interview stories (in the [S.T.A.R. format, click here](#)). These should demonstrate that your skills and accomplishments line up with the requirements and qualifications in the job posting. You should also do research on the company, understanding its mission and values, its primary goals, their work culture, employee's satisfaction rating (on www.glassdoor.com), and how you personally "connect" with the business. Express that connection.
5. **Be concise**, prepare your talking point and stories well enough to avoid rambling. Feedback from the interviewer(s) isn't always clear and you may wonder if you've answered a question well enough, so... you say more and end up rambling. Any one interview question response shouldn't be longer than 2 minutes. Practice your responses enough so that you hit key talking points in 1 to 2 minutes.
6. **Show energy and excitement!** You could want the job you are interviewing for more than anything else, but you need to make sure your interviewer understands your excitement for the opportunity. Some people can express this easily and naturally, and some people express excitement in a more reserved way. You can't go wrong telling the interviewer you are excited for the opportunity and want to work for them. Try to show your excitement in your tone of voice, facial expressions, and in your conversation around your passion for the work, and always say you want the job.

03 ---- RESOURCES FOR YOUR INTERVIEW ----



Big Interview - <https://montgomerycollege.biginterview.com/>. This is an excellent resource that supports improving your interview skills through written or video lessons, recorded mock interviews that you can share to get feedback, and more! They have a Fast Track curriculum and a Mastery Track curriculum for interviews, and additional lessons on Job Search, Resume Writing, and Negotiation.

Zoom Video Interview Tips <https://www.youtube.com/watch?v=Ab708ZDPJQE>

Interview Tip From Zoom <https://blog.zoom.us/how-to-seamlessly-conduct-virtual-zoom-interviews/>

Job Interview Questions Database <https://www.livecareer.com/resources/interviews/questions>

The Ultimate Interview Guide: 30 Prep Tips for Job Interview Success

<https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>

10 Impressive Questions to Ask in a Job Interview - <https://www.thecut.com/article/questions-to-ask-in-a-job-interview.html>

What Your Body Language is Saying About You During an Interview -

<https://www.careercontessa.com/advice/body-language-during-interview/> - Your body language conveys more than your words

04 ---- SUCCESSES – CERTIFICATIONS ----

Certifications Earned by GEER Students this Month!

- PMP - Project Management Professional
- CMA – Clinical Medical Assistant
- EKG - EKG Technician
- Pharmacy Technician
- AWS - Amazon Web Services

