

INTERNSHIP
ARCHITECTS

Every great future
begins with a blueprint.

INTERNSHIP ARCHITECTS

Student Blueprint:

INTERVIEW PREPARATION

Interview



INTERVIEWS Q & A

What is the purpose of an interview?

Is the interviewer trying to make me squirm?

How should I prepare for an interview?

Interview



INTERVIEWS Q & A

Q: What is the purpose of an interview?

A: The company has narrowed the list of candidates to under five. All candidates are on level playing field now. An interview is for the company to determine “match” or “fit”. It’s to determine the best person for the position.

Interview



INTERVIEWS Q & A

Q: Is the interviewer trying to make me squirm?

A: Their real objective is to determine if you will be a good fit for the position and the team. Interviewing styles are wide ranging. Some companies provide the list of questions they will ask; others who ask questions to see how you think under pressure.

Interview



INTERVIEWS Q & A

Q: How should I prepare for an interview?

A: That is what this course will cover! You want to prepare by doing self reflection, establishing your talking points, learning what you can about the position and the company, practicing and finally presenting your best possible self.

Interview



INTERVIEW TYPES

Several Types of Interviews:

- Screening call
- Recorded, one-way online interview
- First round, real time interview
- Second or subsequent interviews

Interview

INTERVIEW TIMELINE

You have been offered an interview!

- Accepting the invitation
- Before: Prepare for the interview
- During: Make a good impression
- After: Follow up

INTERNSHIP ARCHITECTS

CHECKLIST INTERVIEWS

Interview



ACCEPTING AN INTERVIEW INVITATION

All your hard work has paid off, you were contacted to schedule a real-time interview.

- Respond quickly and professionally in the manner (email, phone, text) they used to contact you
- Schedule a date and time that works for both of you
- Confirm the modality of the interview: In person, Virtual, Phone
- Confirm details/expectations such as: length, interviewers (or at least number), set up (individual, group, panel), sessions (will you be asked to do a presentation, white board, design, testing....)

Interview



ACCEPTING AN INTERVIEW INVITATION

IN PERSON

Confirm

- Location (office, floor, suite)
- Directions
- Parking
- Security measures
- Contact information in case of any issue

Interview



ACCEPTING AN INTERVIEW INVITATION

VIRTUAL

Confirm

- Platform (Zoom, Teams, Meet, etc.)
- Link provided
- Timezone
- Contact information in case of any issue

Interview



ACCEPTING AN INTERVIEW INVITATION

PHONE

Confirm

- Who is placing the call?
- Phone numbers
- Contact information in case of any issue

Interview



INTERVIEW TIMELINE

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Interview



BEFORE: PREPARE

You have the interview scheduled, what will you do to prepare?

- See the next modules in this course about preparation
- Then practice!

Interview



INTERVIEW TIMELINE

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Interview



DURING: MAKE A GOOD IMPRESSION

Show up, a polished, professional version of you! Be you, but you at your best.

- Dressed in business formal attire most likely: suit, slacks and sports coat, dress
- Have with you–a copy of resume, reference list, tablet and pen, water
- Be polite, courteous, professional in ALL interactions
- Answer questions thoroughly, give examples, relate to interviewer, connect to the position
- Ask good questions
- Find out process, next steps and timeline
- Thank everyone with whom you interacted

Interview

DURING: MAKE A GOOD IMPRESSION

Show up, a polished, professional version of you! Be you, but you at your best.

- Be articulate–don't mumble, talk at a comfortable pace
- Be mindful of speech–no filler words, casual language
    - Strategies to Avoid Filler Words
- Positive, engaged body language, good posture
- Make eye contact
- Smile



Interview



DURING: MAKE A GOOD IMPRESSION

IN PERSON

- Leave yourself plenty of time to get there on time
- Arrive 10 minutes early
- Use the restroom and final check of outfit, teeth, etc
- Greet everyone with a smile, professional, courteous manner
- Turn your phone off and put it away
- Professional handshake at the beginning and end of conversation

Interview

DURING: MAKE A GOOD IMPRESSION

VIRTUAL

- Practice with the platform if possible
- Sit at desk/table
- Use laptop/desktop (not a phone)
- Good internet connection and charged batter
- Blank background, only blur feature
- Quiet location, no distractions
- Good lighting

Interview

DURING: MAKE A GOOD IMPRESSION

VIRTUAL cont.

- Turn off phone and put away
- Turn off notifications on computer
- Dress professionally (fully)
- Look at camera not at your thumbnail
- DO NOT USE AI DURING THE INTERVIEW!

Interview



DURING: MAKE A GOOD IMPRESSION

PHONE

- Sit at desk or table
- Dress professionally
- Quiet location
- Turn off notifications
- Smile
- DON’T USE AI DURING THE INTERVIEW

Interview



INTERVIEW TIMELINE

You have been offered an interview!

- ~~Accepting the invitation~~
- ~~Before: Prepare for the interview~~
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- After: Follow up

Interview



AFTER: FOLLOW UP

Immediately after:

- Write down any notes necessary

Shortly after:

- Send email thank you messages to EVERYONE with whom you interviewed
- Write and mail thank you notes to EVERYONE with whom you interviewed

Take Internship Architects Professional Communication Course

Interview



AFTER: FOLLOW UP

Follow up:

You asked about timeline; follow up according to timeline.

- Before expected decision date
- After expected decision date

Interview

INTERVIEW TIMELINE

You have been offered an interview!

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- Before: Prepare for the interview
- ~~During: Make a good impression~~
- ~~After: Follow up~~

Interview



INTERVIEW PREPARATION

Interviews can be “scary”. Being prepared will help alleviate some of that stress/anxiety.

Just as getting clarification of expectations will help reduce stress, being prepared on the “content” will also help.

Do not go to an interview unprepared.

Interview



INTERVIEW PREPARATION

Why, what, and how do you prepare?

Interview



INTERVIEW PREPARATION

Why prepare?

- You will be nervous, and that's fine, but alleviating some nervousness is good
    - The tips from Module 1 are all to try and alleviate some of the stress of the day
- Interviewers will appreciate and take note
- The person who interviews best and fits, gets the offer; not necessarily the person with the most experience
- You will be more poised, confident and ready

Interview



INTERVIEW PREPARATION

What to prepare?

- YOU
    - Competencies, skills
    - Stories, examples
    - Ties to the position
- Information about the position, company, team

Interview



INTERVIEW PREPARATION

How do you prepare?

- Reflection
- Research
- Understanding interview questions and answers
- Practice

Interview



SELF REFLECTION

Most people think only about the company when “preparing” for the interview, but that is problematic because, most of the interview is about YOU. Thus, you have to start your interview preparation with SELF REFLECTION!

- Know who you are
- What you have to offer
- How you want to stand out
- Why you’ll be good in that position for that company

Interview



SELF REFLECTION

Being prepared for an interview comes down to you being able to answer:

WHY SHOULD WE HIRE YOU?

Interview



SELF REFLECTION

To answer, “why should we hire you”, take the time to really reflect on who you are and what you have to offer. Get to know yourself and be able to articulate what you have to offer that’s unique and different from all the other candidates.

Interview



SELF REFLECTION BRAINSTORM ACTIVITY

Complete the Interview Preparation, Self Reflection Brainstorm Activity. Take the time to really think about your answers. This is how you will prepare for interviews.

Interview



SELF REFLECTION BRAINSTORM ACTIVITY

Did the Interview Preparation, Self Reflection Brainstorm Activity get you thinking? Did you learn anything about yourself? What questions were easy or challenging for you?

Interviews are all about you! Thus, you'll need to talk confidently about yourself.

Interview



INTERVIEW PREPARATION

Step 1: Reflection: That activity gave you lots of great information about **you** and what you have to offer.

Step 2: Research: Learn all you can about the position, company and team as part of your interview preparation.

Interview



INTERVIEW PREPARATION, COMPANY

To research the **position**:

- Read, analyze, dissect the job description
  - TIP: Copy and paste postings into your application spreadsheet or folder (postings may be removed at application deadline so might be unavailable at time of an interview)
- Talk with anyone in a similar position (anywhere) about the job duties
  - What skills and competencies are most important
  - What are they looking for when hiring into that type of position
- Talk with people from that company to learn more about the position

Interview



INTERVIEW PREPARATION, COMPANY

To research the **company** review**:**

- Website
- Social Media: LinkedIn, Facebook, Instagram, TikTok, X...
- Glassdoor
- AI/Web Search
- People (current or past employees)
- Similar Companies/Competitors

Interview



INTERVIEW PREPARATION, COMPANY

Research the **people**:

- Interviewer
- Supervisors
- Team/Co-Workers
- Company executives

Interview



INTERVIEW PREPARATION, COMPANY

Research the **people** from:

- Website
- Personal connections/Network
- LinkedIn
- Professional associations

Interview

USING AI FOR INTERVIEW PREPARATION

POSITION (upload the job posting into AI)

Sample prompts:

- From this job description what skills/competencies should I focus on during my interview?
- Here is my resume what experiences meet the job posting requirements?

Interview



USING AI FOR INTERVIEW PREPARATION

COMPANY

Sample prompts:

- Please provide a summary of this company based on the website.
- Do a thorough search for this company throughout the internet include news articles, social media posts, annual reports...
    - Summarize the information found
- Provide a list of 5 similar companies to this company and summarize the differences

Interview



INTERVIEW PREPARATION, COMPANY ACTIVITY

Find a job posting of interest (one you have applied to already, application you're working on, or one you would want to apply to in the future). Use that position and company to complete the Interview Preparation Activity. Where you research a position, company and people as if you have an interview.

Interview



INTERVIEW PREPARATION, COMPANY ACTIVITY

There is so much to learn about a company before the interview. What did you learn that you didn't know before you started researching the position, company and people?

Investing time to do self reflection and researching the company will pay off when interviewing.

Interview



INTERVIEW PREPARATION

- YOU
    - Competencies, skills
    - Stories, examples
    - Ties to the position
- Information about the position, company, team

Now you have to put it all together in order to confidently address questions.

Interview



INTERVIEW PREPARATION

Why Should We Hire You?

Put reflection and research together. Stand out from the other candidates by understanding what they are looking for and articulating who you are and what you have to offer. And how you are uniquely qualified.

Interview

INTERVIEW PREPARATION

Looking at the job description and your self reflection, what stands out about you? What are they looking for that you have to offer?

Looking at the company and your self reflection, what values do you have in common? Why would this be a good place to work?

Looking at the people and your self reflection, what do you have in common with the teammates and supervisor?

Interview



INTERVIEW PREPARATION

How do you prepare?

- ~~Reflection~~
- ~~Research~~
- Understanding interview questions and answers
- Practice

The next step is to take this preparation work and learn to articulate it to the employer!

Internship Architects' Interview Question Answering course will teach you how to do that

Interview

REFLECTION and LESSON COMPLETION

1. Complete the Reflection.
2. Take the quiz to complete this lesson and move on to the next lesson.

Thank you for using Internship Architects' blueprints.

Every great future begins with a blueprint.