

Workshop; Interview Strategies by Professional Development Center

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BUF 4900 Internship

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On Thursday, November 14, 2019 from 12:45-2:00pm, the New York City College of Technology Professional Development Center invited its students to room N-119 for the *Interview Strategies: What You Need To Know Before, During, And After The Interview* workshop. The workshop was about how to prepare for a successful job interview once one submitted one's resume, cover letter, and transcripts to potential employers. The meeting was specifically directed towards seniors in order to help them in their endeavor to secure a job upon graduation.

The experts from the Professional Development Center started with outlining the conventions of traditional, in-person interviews as well as phone and skype conferences, before they provided additional hints on how to set oneself apart from the competition. In a traditional interview, the first impression of the applicant's attitude, interest, and professional demeanor is of utmost importance. During a phone interview, on the other hand, one's knowledge and experience as well as ability to clearly communicate it is more important; overall, however, the preparation before, behavior during, and follow-up after all types of job interviews have lots in common.

Before an interview, an applicant must identify what he or she wants to work, where he or she wants to work, and how he or she will complete the work. Of course, most applicants know the answers to these questions but the hard part is to make them feasible and convincing. The best way is to simply practice the answers to these and other very common interview questions beforehand. In addition to knowing oneself, an applicant must also research the interviewing company including its business, mission statement, and philosophy well in advance.

On the day of the interview, one should always arrive at the company (traditional interview) or in a quiet place (phone interview) fifteen minutes early and have copies of one's

academic transcripts, resume, and references ready. Additionally, one should have a few questions about the company and the open position handy in order to demonstrate interest. Naturally, one must dress appropriately, smile, and be enthusiastic and honest during the interview. Near the end of the interview, one should ask for the business card or contact information of the person(s) sitting opposite oneself. Like this, one can send a thank you email to the interviewer later and even (briefly) amend important things that might not have come up during the interview. Last but not least, the applicant should reevaluate whether he or she still feels that the company and position fit his or her expectations (Lliguichushca, 2019).

The workshop did not only offer plain information but illustrated it for example with the help of videos. In one video, two applicants were compared. The first one gathered information about the interviewing firm in time, prepared good questions, and therefore did a good job during the interview. He got all attention of the interviewer thanks to his knowledge about the company and open position and then impressed him with his relevant and astute questions. The other applicant arrived for his interview without any preparation and consequently had a hard time answering the questions or posing his own ones. It is self-evident which applicant left the interview with a job that day.

*The Interview Strategies: What You Need To Know Before, During, And After The Interview* was a great way to prepare for job hunting after graduation. Yet, one does not automatically get a job just by attending it. Instead, one has to start practicing and living the techniques and ideas presented at the workshop and look for additional ways to grow professionally and personally. For example, attending other workshops by the Professional Development Center or external sources covering topics such as networking, LinkedIn, business lunch etiquette, or self-knowledge would be a good way to start.

References

Lliguichushca, N. (November, 2019). *Interview Strategies: What You Need To Know Before, During, And After The Interview*. Presented by Professional Development Center at New York City College of Technology, City University of New York, Brooklyn, NY.