



Gwynedd Mercy University

# Career Development

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# Discuss

- Services and Resources
- Interviewing
  - Basics
  - Virtual Interviews
  - Telling stories/Using Examples
  - Big Interview (online interviewing website)

# Services & Resources

- Resume and Cover Letter Assistance
- Internship, Job Searching Tips & Resources
- Interviewing Strategies, Practice Interviews
- Job Fairs, Workshops and Events

**Virtual appointments:** email, video, phone

- Email [cd@gmercyu.edu](mailto:cd@gmercyu.edu)

# Services & Resources

## Websites:

- Career Website: [www.gmercyu.edu/cd](http://www.gmercyu.edu/cd)
- Handshake: [gmercyu.joinhandshake.com](http://gmercyu.joinhandshake.com)
- Big Interview: [gmercyu.biginterview.com](http://gmercyu.biginterview.com)

## Social Media:

- Twitter/Facebook/Instagram: [gmercyucareers](https://www.instagram.com/gmercyucareers)

# Interviewing

- 3 steps: **Before**, During and After
- Just like a class presentation:  
**Preparation** is key.
- Research, review and practice.

# Preparing

- Dissect the job description
- **Identify/highlight**
  - Skills the employer is looking for
  - What you have/strong at
    - Technical
    - Transferable
    - Other skills

# Job Description Example

## Communication Job

- Leads the creation and distribution of internal communication vehicles, including intranet, newsletters, emails, memos, etc. and other materials as required.
- Writes original and compelling content for a variety of employee-facing and franchisee-facing materials.
- Works with the entire Strategic Planning and Communications Department to fulfill internal communications needs and coordinate cross-department information sharing.
- Manages contracted vendors or service providers as required.
- Assists with event planning as assigned, including all employee and all franchise meetings, webinars, and conventions.

# Skills-Employers Look For

Besides specific job skills, employers look for transferable skills

Problem-solving skills

Ability to work in a team

Communication skills

Leadership

Strong work ethic

Analytical/quantitative skills

Initiative

Detail-oriented

Flexibility/adaptability

Technical skills

Computer skills

Organizational ability

Strategic planning skills

Creativity

*NACE employer survey.*

# Transferable Skills

Now that you know some of the most common transferrable skills employers look for, it's time to think of examples of when you have used them.

- Give an example of how you have used these transferable skills.

# Transferable Skills

Highlight the skills that apply to your experience.

List an example of when you have used the skill.

- **Analytical:**
- **Communication skills:**
- **Dependability:**
- **Flexibility/Adaptability:**
- **Leadership skills:**
- **Problem-solving skills:**
- **Self-motivated:**
- **Strong work ethic:**
- **Teamwork skills:**

# Link your Skills to their Needs

- Link your skills and attributes to their needs, it's that simple!

**Your skills**

**Questions/Answers**

**Job/Employer Needs**



# Interviewing

## **30-Second Commercial/Elevator Speech**

(Will come up in an  
interview/networking situations)

- **Who you are**
- **What do you want**

# Interviewing

- **30-Second Commercial/Elevator Speech**
- Why this is important...
  - Way to introduce yourself (NETWORKING!)
  - **Answers the interview question: “Tell me about yourself...”**
  - No personal information - Keep it focused on Education, Experience, Activities and what you are looking to do

# Interviewing

- **30-Second Commercial/Elevator Speech**

Hello my name is \_\_\_\_, and I am a senior at Gwynedd Mercy University majoring in Psychology. My passion is working with adolescents and I am currently interning at a community run program for at risk teens.

At this point I am looking to secure a position that will allow me to further explore working with at risk youth in an educational setting.

# Interviewing

**Give it a try!**

- Tell me about yourself?
- Practice

# Interviewing

- **Questions about your background**
  - Tell me about yourself
- **Questions about your education and goals**
  - Why your major?
  - What do you hope to do?
- **Behavioral based questions**
  - Situations that demonstrate a trait of skill.

# Interviewing

- Personality matters. (enthusiasm, tone, etc.)
- You want to come across as enthusiastic, friendly and approachable
- Use examples during answers

# Why use Stories/Examples

*Perhaps one of the most important things  
you can do during an interview.*

- Stand out vs. competition
- Communicate your stellar qualifications
- Brings skills, experience to life
  - Anyone can read your resume or LI profile.
- Story is like a picture painted with words.
- Engage the interviewer

# Preparing Stories/Examples

- Don't need a story for every question
  - The more you have, the harder to remember
  - Practice 5-7 stories/examples
- 1 story can be used to answer multiple questions

## **For example:**

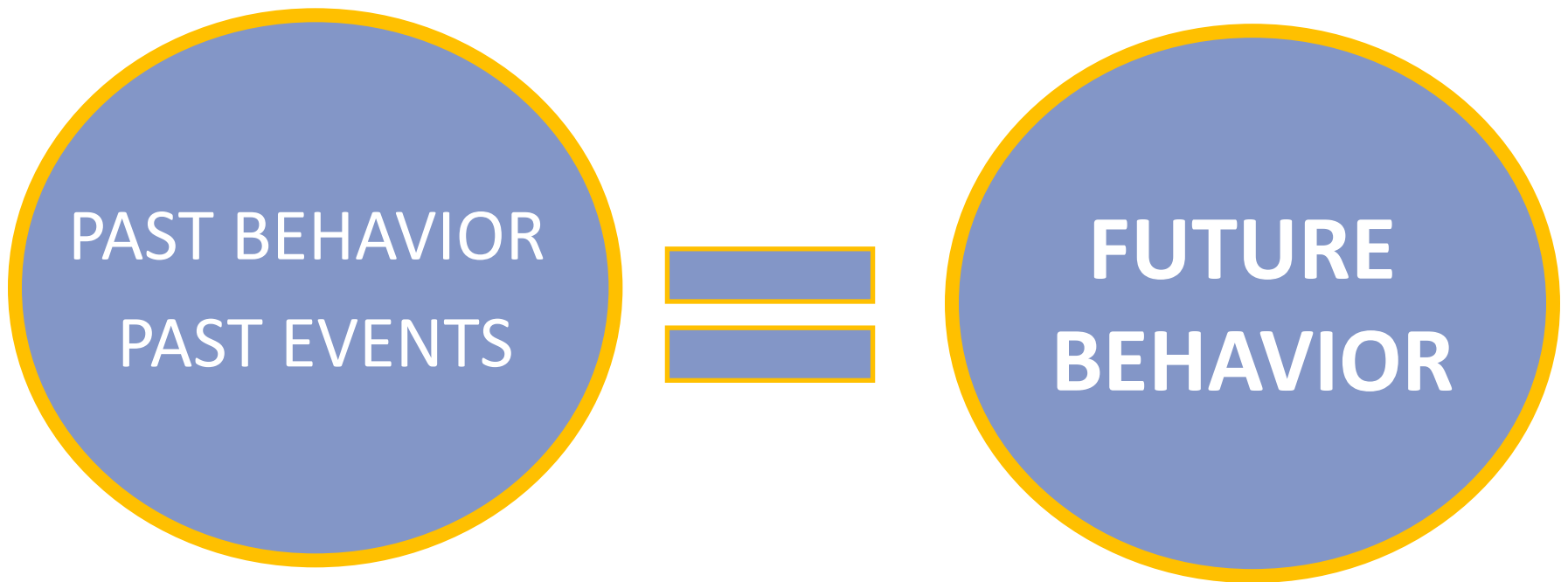
- Client I worked with prepared a story that could answer several questions:
  - Greatest strength
  - Example of a work achievement
  - Handle a difficult employee/customer

# Why use Stories/Examples

- Leave a lasting impression
- Study:
  - Stories are up to  
**22 times more memorable than just statements/facts**
- Answers one of the most common types of interview questions—**behavioral interviewing**

# Interviewing

- Behavioral Interviewing



**Tell a story. Use examples.**

# Interviewing

**Tell me about a time when you worked effectively under pressure.**

I had been working on a key project that was scheduled for delivery to the client in 60 days. My supervisor came to me and said that we needed to speed it up and be ready in 45 days, while keeping our other projects on time.

I made it into a challenge for my staff, and we effectively shared the workload and focused on different items and got the job done in 42 days.

Of course, I had a great group of people to work with, but I think that my effective allocation of tasks was a major component that contributed to the success of the project.

# Behavioral Interviewing

1-2 minutes

## Situation (20%)

- Describe the what happened/needed to be done.

## Action (60%)

- What was your role? What action did you take?

## Result (20%)

- How did it work out? What did you learn?

# Interviewing

## Give it a try!

- *1. Tell me about a time when you worked effectively under pressure.*
- *2. Give an example of when you demonstrated excellent communication or leadership skills.*

# Interviewing

## After the Interview

- Thank you note
  - Reiterate something
  - Discuss solution to a perceived issue
- Follow-up

# Interviewing

## Virtual Interviewing Tips

- Clarify Logistics: Technology, who, length.
- Check Tech and Environment: Works, lightning, background, headphones
- Dress for Success
- Eye contact, good posture and Engaged
- Quiet Environment and Silence your phone
- Practice: video with CD staff and/or Big Interview

# Interviewing

**Practice interview with us, and/or with Big Interview.**

## **What is Big Interview**

- Virtual practice interview. Improve your interviewing skills
- Questions for jobs, internships, graduate school
- Rate and share answers for feedback

## **Register and Use Big Interview**

- Go to [gmercyu.biginterview.com](http://gmercyu.biginterview.com) (Big Interview also has an App)
- Click Practice, Practice Interviews, choose the category you want to practice.
- To share your answers for feedback, click My Videos, check the boxes of the videos you want reviewed, select the blue Shared Now button to email to a Career Development staff member.

# Summary and Next Steps

- Prepare your stories
- Practice
- Can also market these skills from your stories in your **resume and cover letter**.
  - Qualifications
  - Bullet descriptions

# Questions?

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