

APA | How Did You Get That Job?

Workshop: Interview Strategies for Private Sector Jobs

Presenter: Learning and Communications Specialist Alan De Back

March 9, 2020 | 2:00 PM – 3:00 PM EDT

THE WEBINAR WILL BEGIN MOMENTARILY



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Welcome!

- Today's workshop will help you prepare for and participate in a successful private sector interview.
- Time: 60-minutes
- Q&A with audience



HAVE A QUESTION?

- Please submit your questions for our presenter by using the “Questions” field located in the webinar control panel.



Alan De Back

Interview Strategies for Private Sector Jobs

Alan De Back, is a career coach and learning consultant located in the metropolitan Washington, DC area. His background includes over 20 years in career coaching and learning/training related functions. With extensive experience with clients in the non-profit, government, and corporate sectors, he is skilled at customizing solutions that will best fit each client's needs.



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Interview Strategies for Private Sector Jobs



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Today's Objectives

- Understand how to overcome transition anxiety from academia
- Learn about interview preparation
- Discover questions employers may ask, and questions you might ask
- Explore interview delivery strategies
- Find out how to follow-up after an interview



Transitioning from Academia



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How do you feel about transitioning from academia?

Please use the questions box to share your ideas!



Transitioning from Academia

- Review and promote transferable skills
- Grow your network outside of academia
- Update your resume strategy
- Get the right references
- Have confidence in what you have to offer



Preparing for Your Interview



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What are your strategies to prepare for an interview?

Please use the questions box to share your ideas!



Preparing for Your Interview

Step One: Know Yourself

- Review your pertinent skills
- Understand your weaknesses
- Prepare to explain everything on your resume



Preparing for Your Interview

Step Two: Practical Logistics

- Research the employer
- Practice responding to common interview questions
- Ready appropriate clothing
- Determine transportation and route
- Get adequate rest



Preparing for Your Interview

Step Three: Day of the Interview

- Take along copies of resume/references
- Arrive early
- Be respectful to everyone you meet
- Have confidence in your preparation



Common Employer Questions



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What common employer interview questions have you heard?

Please use the questions box to share your ideas!



Common Employer Questions

Opening/Ice Breakers

- Any problems getting here today?
- Tell me about yourself.

Education/Career

- Tell me about your educational background.
- Why did you choose your current career path?
- Why have you decided to move to the private/corporate sector?
- Where do you see yourself in five years?



Common Employer Questions

Background Skills/Experience

- What are your strengths? Weaknesses?
- How do you make decisions?
- How would you describe your work style? Leadership style?

Closing/Procedural

- What are your salary expectations?
- Do you have any questions?
- What else would you like to tell me?



Tricky Questions for Academics

- What do you really know about the business world?
- Why do you want to move out of a comfortable role in the academic world?
- How will you adjust to the fast pace of the business world?



Questions You Might Ask the Employer

- Can you describe the corporate culture of this organization?
- How is performance measured?
- What training/professional development opportunities are available?
- How does this position/department fit into the organizational structure?
- What are the next steps in the process? What is your timeline?



Before You Leave, “Close the Sale”

- Develop and practice your closing message
- Focus on one or two “hot buttons” that differentiate you
- Show enthusiasm that you really want the position



Questions so far?



Interview Delivery Strategies



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Interview Delivery Strategies

Consider all components of your messaging

- Words
- Voice/Tone
- Body Language



Interview Delivery Strategies

Mehrabian Communication Model:

- Words 7%
- Voice/Tone 38%
- Body Language 55%



What are some best practices for voice/tone?

What are some best practices for body language?

Please use the questions box to share your ideas!



Following-Up After an Interview



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What should you do to follow-up after an interview?

Please use the questions box to share your ideas!



Interview Follow-Up

- Follow-up in writing, using appropriate communication channel
- Communicate to find outcome if you hear nothing
- Try to obtain feedback to prepare for next interview



Final Audience Questions



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Final Thoughts

- Webinar recording will be emailed to you in 2 weeks
- Take our survey immediately after the webinar has concluded
- Our next How Did You Get That Job? talk will feature Abby Levin. [Join us](#) April 14 at 1:30 p.m. EDT for this FREE 30-minute webinar.



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THANK YOU

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