

Itinerary for June Fellowship Workshop

1. Take professional photos of each fellow
2. Interview Tips Slides
 - a. Go through slides
 - b. Post slide-activity
 - i. Everyone come up with one story you can tell your interviewer that displays any skills, talents, or personality traits that you want them to know about. Make it memorable! Try to make it show how you could benefit the company
3. Make LinkedIn Accounts (with new professional photo as profile picture)
4. Share LinkedIn tips
5. Mock Interviews
 - a. Have one of us as the interviewer asking typical interview questions and after each person goes, the group says what was done wrong, what was done right
 - b. Each fellow will get one interview question
 - i. Tell me about yourself
 - ii. Give me an example of when you showed initiative and took the lead
 - iii. What are your biggest strengths and weaknesses?
 - iv. Tell me about a situation in which you had to deal with an upset coworker/customer. How did you handle it?
 - v. Tell me about a time that you failed.
 - vi. Where do you see yourself in five years?
 - vii. How do you think other people would describe you?

Summary of Professional Workshop

Interviews:

Before the Interview

- Research the company/interviewers (google them or search LinkedIn)
- Know what attire you should wear
- Bring 2 copies of your **updated** resume
- Arrive to the interview at least 10 minutes early
- Know the job description and know how your qualifications can benefit the employer
- Develop a variety of stories that display your most relevant skills, traits, and talents but are also memorable and interesting
- Prepare questions to ask the interviewer

During the Interview

- Start and end with a handshake and a smile
- Be confident, but not cocky
- Maintain good eye contact
- Make a good first impression and last impression (be enthusiastic!)
- Be yourself and sell yourself!

After the the Interview

- Send a Thank You Note (email or written note is acceptable)
- Follow up with the interviewer (be patient but don't wait too long)
- Learn from your experiences (reflect on your interview and learn from your mistakes for the next one!)

LinkedIn:

- **Start with a professional photo.** If you don't have a professional headshot, add that to your to-do list, and go with the cleanest, most professional looking snapshot you have — and upgrade as soon as possible. Remember: That photo may be your first impression with a potential employer.
- **Ask for recommendations/endorsements**
- **Try and fill in as much of your profile as possible** (use your resume as a template for much of it)
- **If you're proud of your resume, it might not be a bad idea to provide a PDF link to it on your profile**
- **Summary should include accomplishments but also future aspirations**
- **Make your headline informative**