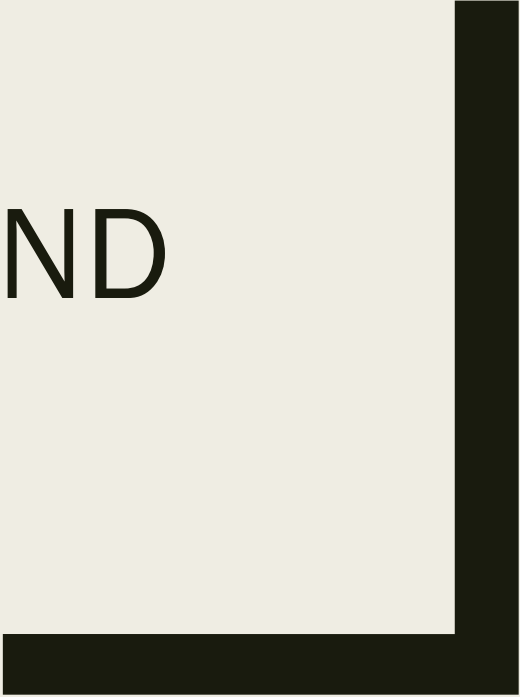




INTERVIEW TIPS AND TRICKS

ACCCA 002 - January 2023





Being a successful candidate requires work. Once you have decided to apply for a position, you must be persistent and patient. Careful preparation is essential in order to achieve successful self presentation.

- Dr. Helen Benjamin

Refresh Your Memory



The Interview - Frame



- Professional Development Opportunity
- Every Interview is a Win and an Opportunity
- Personal Growth Opportunity
- The way to hone your skills

Before the Interview Preparation

Prepare
Interviewing
Elevator
Pitch - 5-7
Minutes

Include

- Education
- Experience
- Years of service
- Positions held
- Your “why”/Your story
- Keep positive and polite

Before the Interview Preparation

Prepare
Interviewing
Elevator
Pitch - 5-7
Minutes

Avoid

- Oversharing
- Financial status
- Relationship woes
- Legal situations
- Religion/Political affiliations
- Family plans
- Clichés and Buzzwords

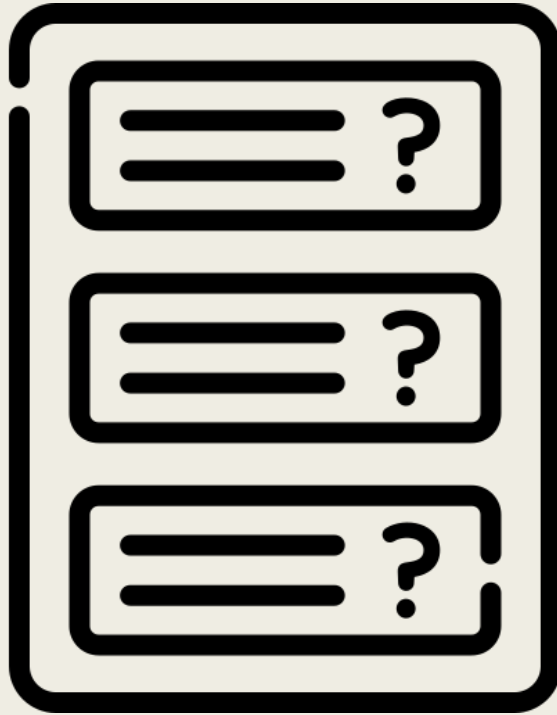
What NOT to Talk About in a Job Interview – Christina Brennan

Your Elevator Pitch

- Tell us about your education and experience that prepares you for this position



Before the Interview Preparation



Make a List of
Potential
Questions
and Prepare
Written
Responses

Before and During the interview - Context



Administrators have a different job than you do



Reframe your thoughts and responses as an Administrator



Answer as an administrator not staff or faculty



Focus on solutions for the big picture



Talk about the department, division, college and district



Refer to the CCC system if applicable

When you Enter the Room - Zoom or F2F

- Be Fully Present in the Interview
- Make eye contact
- Be one with yourself
- Try to enjoy the opportunity
- Lean into the experience and physically
- Bring bullets only to the interview (Do not read your notes)
- Wear something that is you, be comfortable, be yourself

When you Enter the Room - Zoom or F2F

- Timing is Everything
- If you have not been told the length of time of the interview, inquire about the time allotted
- Do the math and spend adequate time on each question – concise and precise
- Stay focused, answer the questions they are asking, while sharing your specific experience
- Your preparation and practice will keep you on track
- If they share their questions, write key talking points and examples for each



While in the Interview



**Focus Intently
on Their
Needs**



**Answer
question
directly and
on point -
what you
would bring
to the table**



**Talk about
how you are
prepared to
help their
team with
their student
outcomes -
focus on
students**



**Make them
feel good
about your
possibility as
a colleague**



**Give specific
examples of
your past
best work
and
achievements**



**They need to
see you as a
solution to
their
challenges**

End of the Interview - Your turn to Ask Questions



Ask These Types of Questions

What do you consider to be a key challenge of this position?

What do you like best about working at this college/district

What do you consider to be your college's/district's most important asset?

Not These - Salary, vacations, holidays with pay, paid sick days, face to face or remote job. These are important points, but should be on the website, or can be covered later with HR.

A close-up photograph of a person's hand holding a silver stopwatch. The stopwatch has a white face with black markings and numbers. The main dial shows minutes from 0 to 60, and a smaller sub-dial shows seconds from 0 to 60. The text 'Speed Mock Interviews' is overlaid in a large, blue, outlined font across the center of the image. The background is a plain, light-colored surface.

Speed Mock Interviews

Q&A

The image features the letters 'Q&A' in a bold, 3D, red font. The letters are rendered with a slight perspective, giving them a three-dimensional appearance. They are set against a plain white background. Below the letters, there is a soft, light-colored reflection on the surface they appear to be resting on. The overall aesthetic is clean and modern.