



# BERNSTEIN & PROPEL

*Mock Interview Day of Service*

## WELCOME PROPELIANS!

### Mock Interview Guide

#### OVERVIEW

Welcome! We, at Bernstein, are very excited to be partnering with PROPEL Inc. to provide this opportunity for you to practice your interview skills with a Mock Interview so you are better prepared when searching for a job.

There are a number of topics that are reviewed in this packet, so be sure to read and go through it before you meet with your Interviewer.

Should you have any questions, be sure to contact either Nora Douglas, [nora@propelyourfuture.org](mailto:nora@propelyourfuture.org), or Yuval Lee Pritz, [yuval.pritz@bernstein.com](mailto:yuval.pritz@bernstein.com)

#### ABOUT THE MOCK INTERVIEW

The Mock Interviews will be scheduled and spread out over three days -- October 26-28, 2020 -- during PROPEL hours of operation.

Each student will be paired with a Bernstein professional for a 30-45 minute mock interview.

#### TOPICS IN THIS PACKET:

- How to prepare for the interview
- What to do during the interview
- Red Flags to look for
- What you should do after the interview
- Added advice and tips!



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## HOW TO PREPARE

Preparation is key to making a good first impression!

### DO YOUR RESEARCH!

Most of the time, people only will read the job description to prepare for an interview. While this is important, it's also relevant to research the company. Researching the company shows that you put in time, energy, and are more interested in working there than someone who didn't do the research.

Things to look for while researching:

- What do they do?
- What is being said in the media about them?
- What are the types of clients they service?
- What type of business are they?
- What is their mission statement?

Also, your research can help shape your questions that you will ask the interviewer.

Write down all the notes and questions you have and bring them with you to the interview.

**\*\*Please research Bernstein for your mock interview, you will be asked about what you know about us and you will be expected to ask us questions\*\***



### TIPS!

Make sure you have a professional email address and use that email on your resume and job applications

Be prepared to ask thoughtful questions that are relevant to the job/company

Search how to get to the location of the interview and plan to arrive 15 minutes early

Do not drink too much caffeine beforehand

Print out 2-3 extra copies of your resume; make sure there are no grammar or spelling mistakes

Sometimes you can even find your interviewer on LinkedIn or on their company website. It is helpful to look at their profile and see if you have anything in common with the interviewer

Practice answering typical interview questions; the best way to get better is to do as many interviews or role-plays as possible.

**PRACTICE, PRACTICE, PRACTICE**





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## WHAT TO DO DURING

First Impressions are made in the first 5 seconds!

### PLEASE KEEP THE FOLLOWING TIPS IN MIND



#### IN-PERSON INTERVIEW:

- Arrive 10-15 minutes early
- Have a firm handshake but not too strong
- If you don't have their contact information already, you should ask for their business card at the end of the interview

#### ZOOM INTERVIEW:

- Arrive 5-10 minutes early
- Make sure you have a good Wifi connection in a quiet, well-lit area
- Do not have any distracting backgrounds or images behind you

#### FOR BOTH TYPES:

- Be energetic, articulate, personable, and have fun
- Be vulnerable and focus all your nervous energy on positively displaying charisma
- Dress your best! Dress for the job you want **\*\*(Check next page for examples)\*\***
- Maintain eye contact, don't fidget, and smile
- Know your main strengths and weaknesses
- Know why you want the job you are interviewing for or why you want to work at that company and what you can bring to the table based on your past experiences
- Listen to each question fully, and take a breath before answering; really think about the answer you want to give because you are trying to sell yourself as the best candidate for the job
- Answer truthfully and be true to yourself; do not look around the room, look directly at the person when you answer the question
- Don't say what you think the other person wants to hear: be sincere
- Ask open ended questions: Questions that start with "What," "How," or "Why"
- Make sure to ask questions that are important to you, you are interviewing the company just as much as they are interviewing you for the job; it's a two-way street
- Don't settle for the wrong opportunity







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## DRESS TO IMPRESS!

Dress professionally and conservatively





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## RED FLAGS

Interviews are a two-way street; don't settle for the wrong opportunity

### DON'T GET TAKEN ADVANTAGE OF...

There are some things that are appropriate for an interviewer to ask, however, there are some questions that are not and even illegal to ask during an interview.

Most illegal questions are based off the protected characteristics of the Federal Government: race, color, national origin, religion, gender (including pregnancy), disability, age, and citizenship status.

See some examples below



### ILLEGAL QUESTIONS TO ASK DURING AN INTERVIEW:

What is your maiden name? Is the name on your application your real name?

What is your native language? How did you learn English?

Where were you born? Where is your family from? Where were your relatives born?

How old are you? When is your birthday?

What is your religion? What holidays do you observe?

Are you gay? Are you married? Do you have children? Do you plan on having a family; if so, when?

Have you ever filed for workers' compensation claim?

How many days did you request off last year due to illness?

Do you have a visual, speech, or hearing disability?

Would you have a problem working with a male/female partner?

