01
FIND YOUR COURSE
Re-evaluate your goals, have realistic expectations, and keep a positive outlook

02
PREPARE YOUR ESSENTIALS & REACH OUT TO YOUR NETWORK
Prepare your resume and leverage online networking resources

03
BEFORE THE INTERVIEW
Get familiar with the company mission, values, and the job description

04
INTERVIEW PREPARATION
Set up, practice telling your story. Tips on how to answer the questions you’re most likely to get

05
THE NEW TYPE OF CONVERSATION & FOLLOW-UP
Assess the situation & rethink your goals:

- Industries
- Companies
- Roles

Adjust your expectations. The search might take longer than usual.

Stay positive and optimistic about the future.
PREPARE YOUR ESSENTIALS & REACH OUT TO YOUR NETWORK

YOUR RESUME

- Be results-oriented
- Use keywords
- Have an ATS*-friendly resume
  - jobscan.io

YOUR NETWORK

- Attend webinars, info sessions, and virtual career fairs
- Engage with content on LinkedIn
- Reach out to people in your target role

*Applicant Tracking System
BEFORE THE INTERVIEW: RESEARCH

- **Job description** – what is the common theme?
- **Company mission and values** – what resonates with you?
- **Recent news** – what has been the company’s most recent focus?
BEFORE THE INTERVIEW:
PREPARE YOUR QUESTIONS FOR THE INTERVIEWER

Generic question + your research

- Company culture on your website I noticed that you have an ERG* for women..
- Day-to-day responsibilities I read an article about cross-collaboration in this type of role..

*ERG - employee resource group
GET INTERVIEW PREPARED

Setup
Clear your background, have good lighting, check camera and audio

No Distractions
Avoid background noise, give your family a heads up

Dress to impress
Wear your best in-person interview outfit

Practice
Have a remote mock interview with your friend
COMMON QUESTIONS

Tell me about yourself.

Where are you now? + How do your skills align with the position? + Where are you going?

Identify key themes in the job description and keep all of your answers within the theme.
<table>
<thead>
<tr>
<th>Question</th>
<th>The Actual Question</th>
<th>Frame the Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why this company?</td>
<td>What do you know about the company? Is there a personal interest?</td>
<td>Product/service you love, people you spoke with</td>
</tr>
<tr>
<td>Why this role?</td>
<td>Do you have an understanding of the day-to-day job?</td>
<td>Your background and skills aligned with the job description</td>
</tr>
<tr>
<td>What’s your 5-year career plan?</td>
<td>Are you being intentional? How can this role help you get to where you want to be?</td>
<td>The impact you’d like to have, skills you’d like to learn</td>
</tr>
</tbody>
</table>
Common Questions to Look Out For

Tell me about a time when you had to...

➢ work with difficult people
➢ deal with ambiguity
➢ work in a team
➢ manage multiple responsibilities
Post-Quarantine Questions

How did you use the time to build up your skills?

Can you be productive working remotely?

Can you collaborate with teams remotely?
Key Tips

Do Your Homework

Show Your Enthusiasm

Be Personable
Follow Up

- Send a thank you email the same day or no later than 24 hours
- Follow up every 5–8 business days or the day after they said they’d reach out to you
- Be mindful of the situation but stay on top of their mind
THANK YOU!

Do you have any questions?

swe.ccny@gmail.com

@swe_ccny

facebook.com/ccny.swe

Society of Women Engineers at CCNY

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