Step Two: “Tell me about yourself.”

Tuesday, August 2
1 – 2:30 p.m.
Today’s Agenda

▪ Review of Big Interview account

▪ Answering questions in a positive manner

▪ What are general interview questions (and how do you answer them)?

▪ “Tell Me About Yourself.” Question Review and Breakout Activity

▪ Continue practicing!
Let’s discuss how to make a great impression through positive language!
What is positive language?

Think of this fact: it’s not about what you say, but about how you say it!

- It is the professional use of words that conveys tone and enables the listener to engage in a responsive manner.
- Conveys affirmative messages (what to do versus what not to do) to instill a positive mindset.
What is positive language?

Identify what is Negative or Positive Language:

1. Tells the recipient what not to do.
2. It can sound like blaming, shaming, or judging.
3. Provides the recipient with choices and alternative paths.
4. It’s proactive.
5. It’s passive.
6. It’s helpful, kind, reassuring, supportive, empathetic.
7. It’s reactive.
Answer Questions in a Positive Manner!

1. Be truthful but always avoid negativity
2. Never talk badly about coworkers or supervisors
3. Use diplomatic language
4. Show how you created positive change
5. Be mindful of your nonverbal communication
<table>
<thead>
<tr>
<th><strong>Negative Language</strong></th>
<th><strong>Positive Language</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No one was on the same page.</td>
<td>There were a diversity of opinions.</td>
</tr>
<tr>
<td>I had to do everything myself.</td>
<td>I took a leadership role to help complete the project.</td>
</tr>
<tr>
<td>It was a bad experience.</td>
<td>It was a great learning experience.</td>
</tr>
<tr>
<td>I didn’t like my supervisor’s managing style.</td>
<td>I learned a lot about how to be a good leader from my previous supervisor.</td>
</tr>
<tr>
<td>I’m leaving my job because I can’t stand working there anymore.</td>
<td>In order to professionally develop in my career, I’m seeking new opportunities.</td>
</tr>
</tbody>
</table>
Did you know?

General style questions are the most common type of questions to start an interview.

So, let’s talk about general interview questions...
General Interview Question Types

- **General interview questions** are broad type questions that can assess for a variety of knowledge about the interviewee.

1. How do you handle stress or pressure?
2. Tell me about yourself. What makes you unique?
3. Why do you want to work here? Why should we hire you?
It’s not always easy but…

Focus on relevant information and experiences to the employer

Focus on your strengths, values, skills and accomplishments!

Sometimes I’ll start a sentence and I don’t even know where it’s going. I just hope I find it along the way.

What makes you think you’d be a good fit with Have A Nice Day, Inc.?
How should I answer general interview questions?
Answering General Questions using the MSR Method

**Main idea**
Briefly state the main point you’re trying to make

**Supporting evidence**
Support the main idea with evidence. How can you prove the main idea is true?

**Restate main idea**
Close the loop by restating the main idea so it’s all tied together

**What is one of your strengths?**

**What is one of your weaknesses?**
## Strategies for Answering General Questions

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td>Be concise &amp; do not ramble</td>
<td>Rehearse your responses</td>
<td>Incorporate the needs of the employer in your answers</td>
<td>Always offer positive information</td>
<td>Show how challenges were learning experiences</td>
</tr>
</tbody>
</table>
“Tell Me About Yourself.” on Big Interview!

Review the video resource to improve preparing for this question.
You are interviewing for a job at a company you really want to work at. The interviewers begin the interview by introducing themselves, then one of them asks:

“Now that we have our introductions out of the way, please tell us more about yourself.”

How do you respond?

**Use the worksheet and provided job description to build your answer response:**

<table>
<thead>
<tr>
<th>“Tell Me About Yourself.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answering General Questions</td>
</tr>
</tbody>
</table>

**Part 1:**

<table>
<thead>
<tr>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Website</td>
</tr>
</tbody>
</table>

...
LinkedIn's Learning Courses

Available in your MyCalStateLA portal!
• As an example, search “most common interview questions”
Practicing on Big Interview

MOCK INTERVIEW QUESTION | VIDEO ASSIGNMENT

- Complete the video lesson on from Slide 17 on Acing Common Questions, “Tell me About Yourself.”
- Using assignment code **24b5bb**, practice and record yourself answering “Tell Me About Yourself.”
- Review the A.I. feedback to assess your video’s analytics.
- Optional: schedule an individual career advising appointment or drop in during a group session to review your results!