



Best practices and tips

Preparing for an Interview

Presenter Slide



Emikhe Tisor

Recruiting Manager, NYC

Who we are - Recruiting team managers



Bree Glover (she/they)
Senior Recruiting Manager,
Los Angeles
Cohort 9, Spring 2016



Jericho Lazo (he/they)
Senior Recruiting Manager
San Jose
Cohort 89, Spring 2020



Erica Torres (she/her)
Senior Recruiting Manager
San Francisco
Cohort 117, Fall 2020



Justin Childs (he/him)
Recruiting Manager
Miami



Katherine Martinez (she/her)
Recruiting Manager
New York
Cohort 153, Fall 2021



Mike Thomas (he/him)
Recruiting Manager
Chicago



Emikhe Tisor (she/her)
Recruiting Manager
New York



Steven Valdez (he/him)
Recruiting Manager
New York
Cohort 198, Spring 2022

Agenda

- Know your interviewer
- Research questions
- STAR Method
- De-stressing
- About COOP

**What word comes
to mind when you
think of job
interviews?**



Know your interviewer



Research the company

- Research the company, it's values, and its culture
- Research the person who will be interviewing you
- Prepare questions to ask about the company, the role and the interviewer's role
- Have answers to the questions what are your strength and weaknesses; tell us a little about yourself



Research yourself!

- Carefully examine the job description
- Consider why you are interviewing and your qualifications
- Practice your speaking voice and body language
- Pinpoint your best qualities to better sell yourself
- If you cannot identify company attire, go with **business casual**
- For virtual interviews keep **video on** and **audio muted** when not speaking to prevent background noise
- **Have notes (talking/ research points)** on hand in case you freeze during the interview — **BUT do not use it unless you must.**

Research questions



Follow-up questions

- 1.** How long have you been in the organization and how many job titles have you held?
- 2.** What is your favorite part about working for this company?
- 3.** Is there anything in my resume or anything we discussed today that instills doubt in my capabilities to excel in this role?
- 4.** What does a typical day/ work week look like?
- 5.** What would my onboarding process look like? Will there be sufficient support and training?

Have answers for your weakness

“I really can’t think of anything, I’m pretty perfect”
- **NO!**

“I’m always late, never on time, jajja”- **NO!**

Try this instead!

“I often have trouble saying no because I am a team player and want to help others, however I also need to not overflow my own plate. It’s something I recognize and am actively working on.”

“Sometimes I have difficulty asking for help when needed. I like to get my work done quickly and efficiently. It’s something I am actively working on.”

STAR method



STAR method

Situation

Set **the scene!**

This is where you provide context of your situation. The who, the what, the when.

Task

Describe **what you had to do and why.**

- Challenges
- Deadlines
- Issues

Action

Describe **the steps** you took to come up with a **solution.**

- Initiative
- Leadership
- Teamwork

Result

Describe the **results** of your **actions.**

- Lessons
- Improvements
- Achievements

When do I use this method?

This is used for questions that ask real-life examples of how you dealt with a certain situation in the past.

Ways to recognize these questions:

- Tell me about a time when....
- What do you do when....
- Give me an example of.....

De-stressing yourself



Open discussion

What are some examples of thoughts or worries that often come up before an interview?

nervousness



anxiety

Relax your mind and body

- Listen to a relaxing or energizing playlist on your way to the interview
- Consider lightly exercising prior to leaving home
- Think about what you eat
- Meditate on the purpose behind the interview
- Practice deep breathing to slow your heart rate
- Give yourself a pep talk, or repeat a positive affirmation
- Remember that you're human, mistakes will happen



Arrive on time with your resume

- Print hard copies of your resume to hand out to the interviewer and others
- Prepare your travel arrangements
- Leave early in case of unforeseen traffic
- Try to arrive 5-10 minutes before the scheduled time



Remember the the five P's

Proper
Preparation
Prevents
Poor
Performance



And last, but not least – celebrate!

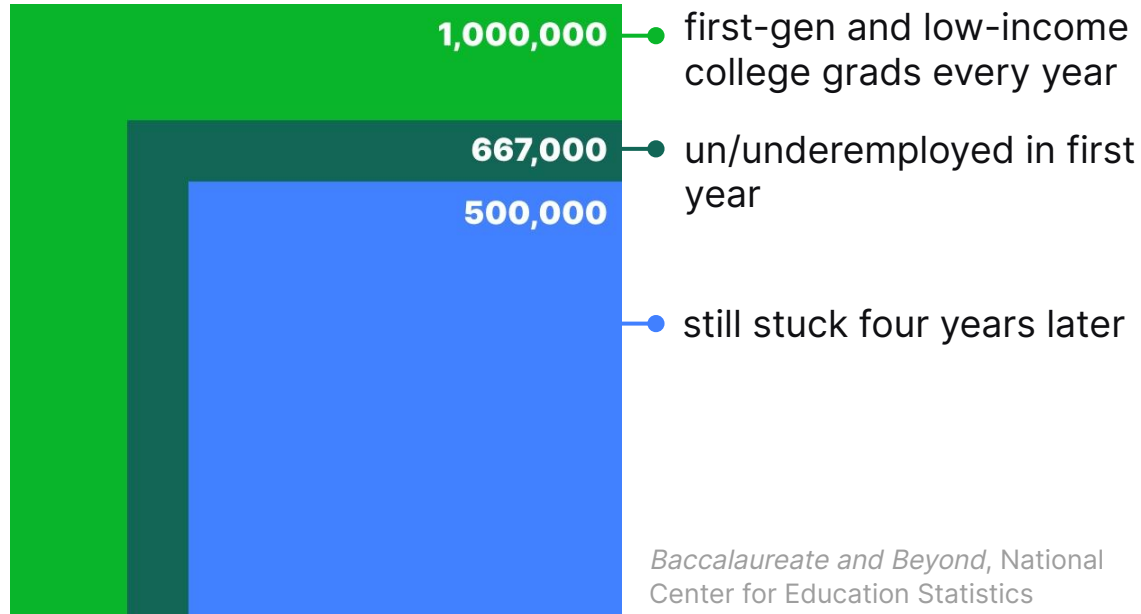
- Plan something fun for afterwards
- Celebrate your accomplishment
- Give yourself the rest of the day off
- Share your win with a friend or family member
- Focus on the questions you know you aced



About COOP



Our challenge



2/3

Black and Latina/o grads un/underemployed

9x

more likely to get hired with an **internal referral**

6x

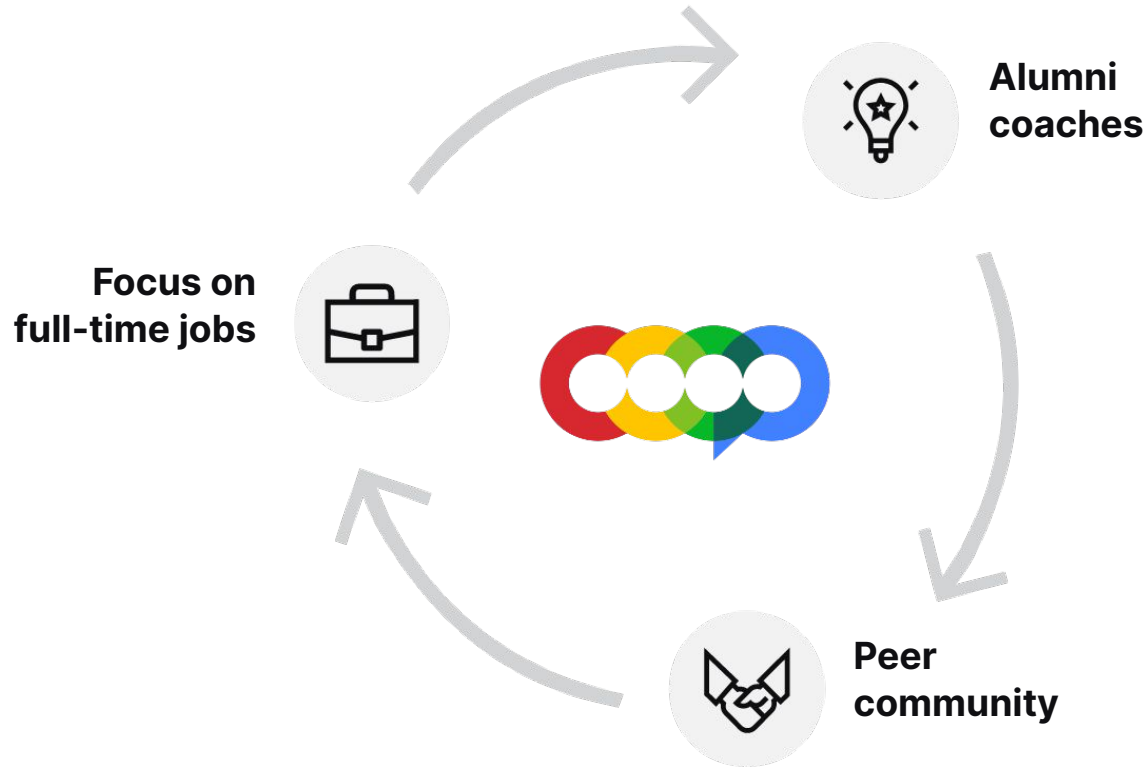
stronger network based on **zip code and school**

Our mission and vision

COOP **overcomes underemployment** through digital skills and peer connections.

By connecting peers with one another and near-peer alumni, COOPers gain the **skills and network** they need for **the careers** they deserve.

How will we achieve this?



Head Heart Hustle



Head

Digital Marketing
Data Analytics
Financial Services

100 hours



Heart

Communication
Diversity and Inclusion
Networking
Community Building
Mental Wellness

50 hours



Hustle

Resumes
LinkedIn
Emails
Cover Letters
Interviewing
20+ Job Apps
Financial Empowerment

50 hours

Career tracks: Skills and career paths



Digital Marketing

- Digital Marketing intro
- Spreadsheets
- SEO
- SEM
- Paid social
- Media planning
- Programmatic

Career paths

- Assistant Media Planner/Buyer
- Programmatic Coordinator
- Paid Social/Search Associate



Data Analytics

- Data Analytics intro
- Excel
- SQL
- Python
- Tableau
- Data-driven presentations

Career paths

- Data Analyst
- Associate/Junior Analyst
- Business Intelligence Specialist



Financial Services

- Financial basics
- Advanced Excel
- SQL
- Python
- Tableau
- Data-driven presentations
- Finance applications

Career paths

- Financial Analyst
- Asset Management
- Operations Analyst

Program schedule - **90%+ attendance required**

New York City

Monday - Thursday
6:30-9:30 p.m. ET

- Hybrid and virtual options for the **Digital Marketing** and **Data Analytics** tracks
- **Financial Services** will be entirely virtual
- Candidates will have the **option** to choose their preference in the application
- **25%** of the program will be in-person for the hybrid option
- Location will be in **downtown Manhattan**, close to the World Trade Center
- **Benefits of hybrid:**
 - In-person connection-building with your cohort
 - Live support from your captains and program managers

Program and alumni benefits

While in our **fully-funded program**, you will have the following:

- Wrap around program support
- Personal and professional development
- Mental health resources
- Financial empowerment workshops
- Certifications
- Access to the almost 5,000 alumni in our community

As an alumni of our **program**, you will have the following:

- Eligibility for our paid, part-time captain roles
- Career development workshops and ongoing community events
- Support from our Alumni, Partnerships, and Social Work teams
- COOP Alumni Workshop Series
- Access to curriculum and materials across all tracks

Alumni outcomes

4/5

alumni employed
within one year

\$50k

median income at one year,
\$75k at five years

5k

individuals served to date
over our six locations

Alumni employers



Program Eligibility



First-generation college grad: You (or a sibling) are the first in your immediate family to earn a bachelor's degree in the United States.

or



Financial aid recipient: You qualified for Pell grants or state financial aid for most, or all, of your time in college.

You must meet ALL of the following:

- **Earned** your bachelor's degree from a U.S. institution between 2/15/2014 and 2/15/2024
- **Unemployed** or underemployed
- **Be** 21 years of age by 2/15/2024
- **Live** within a two hour commute of a COOP region
- **U.S.** citizen or legally permitted to work in the U.S. with no restrictions

Important dates | spring 2024

11/30



Early action deadline

Submit your application for an **early decision**.

1/18



Application deadline

Your application must be submitted **prior to deadline**.

2/15



Program start date

The **first day** of program.

6/6



Program end date

The **last day** of program.

Interested?

Fill out our interest form and sign up for a FULL Information Session to learn more about the program.



Next steps and requirements

Apply

Fill out application

Submit documents

Submit docs before the group interview

Prepare

Schedule and prepare for your group interview

Group interview

Complete interview and wait for decision

Supplemental documents

Bachelor's degree

Transcript or diploma with date of graduation

Income verification

Most recent pay stub

About me slide

One Google Slide about you

U.S. work authorization

Passport, Real ID, or driver's license and social security card or birth certificate

Contact Info



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Thank you!



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