INTERVIEW PREPARATION

NGEEP Interview Workshop

BEFORE THE INTERVIEW

Research and logistics

Discuss experience and pay during screening.

Research salary ranges and the interviewer.

Confirm the interview format and duration.

Verify the location or virtual access details.

Stage 1: 0:30

Your turn

What do you need to learn before interview day?

ARRIVAL

A professional first impression

Arrive early, including for virtual interviews.

Stay focused on the interview.

Treat everyone courteously.

Stage 2: 2:35

Your turn

Rehearse your greeting with a partner.

OPENING CONVERSATION

Listening and observation

Use small talk to learn about the workplace.

Listen for the interviewer's priorities.

Notice clues about fit and the work environment.

Stage 3: 3:27

Your turn

What would you notice about the working environment?

MAIN QUESTIONS

Prepared, relevant answers

Expect general and behavioral questions.

Prepare for situational and technical questions.

Practice explaining career gaps and job changes.

Prepare for topics you find uncomfortable.

Stage 4: 4:40

Your turn

Choose a question you tend to avoid. Practice answering it.

THE CLOSE

A positive final impression

Ask thoughtful questions about the role.

Ask about the workplace culture.

Thank the interviewer.

Confirm next steps and contact information.

Stage 5: 6:37

Your turn

Write two questions you would want answered.

AFTER THE INTERVIEW

A professional follow-up

Send a thank-you note.

If needed, check in after one to two weeks.

After one unanswered follow-up, focus elsewhere.

Stage 6: 7:55

Your turn

Draft a brief message that references your conversation.

STRONG ANSWERS

Supplemental coaching

Research the company's work and goals.

Connect your experience to the role.

Choose professional, comfortable clothing.

Bring a notepad and résumé copies.

Evidence and delivery

Use accurate numbers or outcomes.

Listen fully before you answer.

Pause to think when needed.

Ask for clarification when needed.

ANSWER PRACTICE

Original workshop exercise

Describe a difficult problem you solved.

Situation: What was happening?

Action: What did you personally do?

Result: What changed?

Partner feedback

Was the example specific?

Was it relevant to the job?

What would you carry into this role?

A CLEAR RESULT

Fictional example for discussion

Situation: A delivery arrived during a busy shift.

Our team was falling behind.

Action: I prioritized the work.

I checked tasks with my supervisor.

I helped finish urgent items first.

Result and reflection

We finished urgent orders before pickup.

I learned to confirm priorities first.

Which detail shows the candidate's contribution?

YOUR NEXT REHEARSAL

Original workshop exercise

Choose one real job posting.

Identify its key requirements.

Record a short introduction and one example.

Review your recording for vague claims.

Replace them with clear details and try again.

Practice for a real role

Use your own experience.

Review your delivery, then rehearse again.

VIDEO & SOURCES

Indeed Career Tips

Ultimate Job Interview Guide

What to Expect Plus Top 6 Tips

Watch the original video

Supplement: Indeed's interview preparation article

Source coverage

Six-stage outline and timestamped summary

Supplemental coaching labeled separately

Original activities and fictional example labeled

Full video transcript unavailable for verification