

LEAF Handout 14a

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| Before the Interview | Research the company, and if possible, research the people who will be interviewing you. Think of what they personally are looking for. Print out copies of work if you think they will be relevant. Bring a few copies of your resume too. Then, show up early. | |
| Persona | Think of a persona or character who is like you, but slightly more perfect for the job. Practice embodying that person. Think of that character's greatest strengths in the context of the organization. | |
| Phone/zoom interviews | Talk to your own reflection. Place the video of your face right under your camera. | |
| Greeting and Handshake | Eye Contact, confidence, try to pretend that you aren't nervous! Match the social signals of the interviewers, including their norms and body language. Call people a more formal title unless you are sure you can use first names. | |
| Introduction | Tell the interviewers about yourself in no more than 20 seconds. It should take the form of a quest, which, if possible, makes the interviewer identify with you in some way and/or root for your success. | |
| Elevator Pitch | Keep it under 20 seconds, explain what you think you bring to the position in a way that demonstrates that you understand the job and that you have an advantage over other applicants. Never acknowledge that other applicants exist. | |
| Previous Experience | Never say anything negative. Use this part of the interview to highlight 1) measurable skills and experience that makes you qualified 2) evidence that you will not be a problem to work with and that you are a team player | |
| Examples | Use tons of examples! STAR: Situation, Task, Action and Result. | |
| Jokes | Try to make very low-stakes jokes but avoid being too self-deprecating and don't make fun of anyone else on Earth. | |
| Clarity and focus | Try not to talk for more than 30 seconds. It's totally ok if people talk for a long time, unless you think they're trying to run out the clock because they aren't interested in you. No side quests longer than 10 seconds! | |
| Balance and engagement | Make sure you talk to everyone in the room and make eye contact with everyone for each answer, focusing on the person who asked you a question. | |
| Q+A | Rephrase a question if it's unclear. Err on the side of a short answer and then ask if the interviewer would like you to elaborate. Use your answers to highlight your advantages. This is not a time for self-reflection! | |
| Closing | Thank everyone for their time and make sure that everyone has your contact information. Send thank you emails to everyone in the room and any admins you interacted with. | |

Negotiations

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| Do | | |
| Get the initial offer in writing first | Try to negotiate later in the week if you can! | |
| Gather information about industry standards and about what's possible | If this information is credible, you can reference it along with your excellent resume as a reason for your initial offer | |
| Know your walk-away terms | This may include more interpersonal/emotional considerations | |
| Know the BATNA | Often this will be the offer letter. | |
| Make the first offer | Pick a number, don't offer a range, don't give options | |
| Look for things that are inexpensive for A or B to provide but valuable to B or A | Or more generally, any way to 'grow the pie' | |
| Ask to add more variables if negotiations are stalled | Is there more you can take on? Is there a way to get guaranteed opportunities to renegotiate later? | |
| Say thank you all the time | But don't apologize | |
| Be prepared to wait | Don't check in more than once between replies | |
| Keep a closer | E.g. something you are willing to offer only if necessary, an offer from somewhere else. | |
| Follow up in writing | ASAP | |

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| Don't | | |
| Don't go negative | Don't say anything negative about the company or negotiator | |
| Don't reflexively split the difference | | |
| Don't rush or let someone rush you | A quick decision is another thing you can give in the negotiation | |
| Don't escalate negative emotions | | |
| Don't include your personal circumstances in the negotiations | | |
| Avoid moralism and threats | Don't insinuate that someone is being discriminatory or unfair | |