Interviewing: Becoming an Irresistible Candidate

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  - Career Choice Series

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Speakers

Linda E. Laufer – Career Consultant/Coach
Laura Torchio – Senior Director of Career Services, Benjamin N. Cardozo School of Law
PROGRAM AGENDA

- Preparation
- First Impression
- Presentation
- Common Questions
- Behavioral Interviewing
- Participant Questions

Interviewing, it’s just like dating...

How to Prepare

- Know Yourself
  - Review your resume
  - 3-5 selling points
- Know the Employer
  - Online resources; e.g., website, LinkedIn, news
  - Current or former employees
First Impression

Professional attire is a MUST

First Impression

• Arrive early
• Firm handshake, eye contact, smile

Presentation

• Confident body language
  • Good posture
  • Attentive
  • No fidgeting
Presentation = Conversation

- Confident voice
- Be positive
  - Avoid all forms of “no” and “not”
  - Avoid disclaimers; e.g., “but,” “although,” “however”
- Avoid fillers; e.g., “like,” “um”

Common Questions

- Tell me about yourself.
- Why should we hire you?
- What distinguishes you from other candidates?
- Why are you interested in our organization?
- What is your greatest weakness?

Behavioral Interviewing

- Questions about past behavior to determine future actions
- Tell me about a time when you:
  - Had to deal with a difficult person/situation
  - Faced competing priorities
  - Missed an obvious solution to a problem
- Answer with a success story
  - STAR method
Contact Us

Linda E. Laufer
Career Consultant/Coach
- Job search assistance
- Practice and management skills coaching

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CARDozo LAW

Speaker: Linda E. Laufer

A career consultant/coach, Linda has 25 years of experience in counseling attorneys at all levels of experience, law students and other professionals on job search techniques and on career development and management skills.

Linda has served as attorney development coach at Ropes & Gray and firmwide director of attorney development at Morgan Lewis & Bockius. Her background includes law school career services experience at Yale, NYU and St. John’s. Linda has presented programs at bar associations, law firms, law schools, and other professional organizations. She has also written extensively about career matters, including a weekly online column, Crossroads, for the New York Law Journal.

Linda began her career as a litigation associate at several large New York law firms. She is a graduate of Cornell Law School and University at Buffalo. She is also an active member of the New York City Bar Association’s Committee on Career Advancement and Management.
Speaker: Laura Torchio

As Senior Director of Career Services at the Benjamin N. Cardozo School of Law, Laura counsels J.D. and LL.M students on both traditional and alternative legal careers in the private and public sectors and provides strategic advice on developing career paths and transitions. Laura is also an active member of the New York City Bar Association, where she sits on the Career Advancement and Management Committee, as well as the National Association for Law Placement (NALP). Prior to joining Cardozo, Laura served as a career counselor at the Elisabeth Haub School of Law at Pace University.

Before working in career services, Laura was a commercial litigator at Robinson + Cole LLP in both New York City and Connecticut.

Laura received her B.A. in Philosophy and French from Loyola University of Maryland and her J.D. from New England Law Boston.

Upcoming Career Advice Series Webinars

• Friday, May 12, 2017, 1-2pm ET, The Stress-Performance Link: Strategies to Increase Resilience and Avoid Burnout
• Friday, June 9, 2017, 1-2pm ET, Master the Art of Success

Upcoming Career Choice Series Webinars

• Friday, April 21, 2017, 1-1:30pm ET, Entertainment Law
• Friday, May 5, 2017, 1-1:30pm ET, Immigration Law Defense and Advocacy
• Friday, June 16, 2017, 1-1:30pm ET, Food, Drug, and BioTech Law
• Friday, June 23, 2017, 1-1:30pm ET, Domestic and Sexual Violence