



JETAA NY

JAPAN EXCHANGE & TEACHING PROGRAMME
ALUMNI ASSOCIATION OF NEW YORK

Career Forum

October 13th, 2018

- **2002** B.A. Economics, University of Rochester
- **2002-2004** JET – ALT, Ibaraki
- **2004-2007** AEON – Teacher, Saitama
- **2007-2008** M.A. Comparative Ed., IOE, London
- **2008-2010** CPC – Adult Literacy Coordinator
- **2010-2016** Director of Workforce Development
- **2017-** Chief Strategy Officer

About me – Simon Chiew

- **Pre-Interview**
 - **Interview**
- **Post-Interview**

**Interviewing with
Confidence**

• Research

- Interviewer – Google, LinkedIn
- Company – Website, glassdoor.com, Google, social media
- Values, Vision, Mission, etc.
- Location – Google maps

• Prepare

- Resumes (3-5)
- Notebook and Pen
- Confirm – Time, Date, Location, Contact
- Questions about role or company
- Notes from research and job description

Pre-Interview

- **Social media accounts**

- Is there anything that should not be seen by a potential employer?

- **Grooming**

- Face, Hair, Mouth and Breath, Nails, Makeup, Smells
- Tattoos, piercings, etc.

- **Clothing**

- At least 2 different outfits – multiple interviews
- Shoes
- Accessories

Pre-Interview

- **Phone** – Quiet, good reception, prepare notes
- **Video** – quiet, clean background, good lighting, strong reception, test software and hardware, dress appropriately, prepare notes
- **Face to Face**

Common Types of Interviews

- Be interview ready before the handshake
- Body language – posture, hands, legs, eye contact, facial expressions
- Be succinct, specific and prepared with examples
- Use “I” messages – Active versus passive voice
- Don’t sell past the close
- Have 2-3 questions for the interviewer
- Ask for business cards and about next steps
- New laws and regulations – Ban the Box, salary history, etc.

Interview

- Tell me about yourself.
- What do you know about us?
- Why do you want to work for us?
- Why are you a good candidate? Why should we hire you?
- What are your strengths and challenges?
- Why did you leave your previous position?
- What is your greatest accomplishment?
- Describe a challenge and how you overcame it.
- What are your short/long term goals?

Common Interview Questions

- Fit vs. Skill
- Work – Life balance
- Values alignment
- Professional Develop and Growth Opportunities
- NYC Unemployment Rate (Mar 2018) 4.2%

It's a conversation

- Adaptability
- Overcoming challenges
- Cultural awareness and sensitivity
- Language skills
- Classroom management
- Program/Project design
- Communication skills
- Curiosity

Network skills

Problem Solving skills

Resourcefulness

Persistence

Dedication

Public Speaking skills

Can work independently or as a team

Leveraging JET Experience

- **Thank you notes**
 - Email
 - Card
 - Within 24 hours
- Follow up email

Post-Interview

- Between 20-30 seconds
- Interesting, memorable and concise
- On Brand

Elevator Pitch

- What do you want them to know?
 - Who you are
 - What you do
 - Why they should care
 - The ask or the value proposition

Elevator Pitch



Hi, my name is Simon Chiew and I am the Chief Strategy Officer for the Chinese-American Planning Council. We are the nation's largest Asian social services nonprofit and provide services to 60,000 New Yorkers a year. I work on strategic planning and partnerships and would love to learn more about what you do to see if there are opportunities for collaboration.

Elevator Pitch Example

- Practice, Practice, Practice!

Elevator Pitch



- **Thank you!**
