

- OPTION A.....HOLD TWO SIMULTANEOUS EVENTS IN MARCH
- OPTION B.....HOLD ONLY MOCK INTERVIEW
- OPTION C.....HOLD ONLY INTERVIEW INFORMATION WORKSHOP
- OPTION D. ONLY ATTEND FIU CAREER SERVICES INTERVIEW SKILLS WORKSHOP

Mock Interview

Interview Information Session

<u>Timeline</u>	<u>Timeline</u>
<ul style="list-style-type: none"> • Only official AVS chapter members allowed to register • Students registers during second to last week of March • Hold mock interviews during last week of March (decide on day and two hour time range) 	<ul style="list-style-type: none"> • No restriction on AVS chapter member attendance • Hold the information session during last week of March
<u>Logistics</u>	<u>Logistics</u>
<ul style="list-style-type: none"> • Job1: Suman <ul style="list-style-type: none"> a. Reserve three rooms in CP for 1 hour with Robert Brown under physics graduate student meeting by March 14th - get date and times from Yuehai b. Reserve one room for 1 hour after interviews (for sponsored lunch) by March 14th - get date and times from Yuehai • Job2: Suman <ul style="list-style-type: none"> a. Treasurer or AVS member purchase and pick up lunches Yuehai and Ramona help - day of Interviews b. Treasurer helps fill out reimbursement forms for lunches first week of April - manual should have forms, if not email Ramona to be introduced to AVS headquarters treasurer to ask for appropriate form c. Treasurer keeps \$6 refundable deposits and returns them after the event please do not leave this in your lab • Job3: Ramona <ul style="list-style-type: none"> a. Draft and send email advertisement/ schedule/ outline for Interviews, students respond to email to register (they also indicate whether they will attend lunch after interviews) week of March 18th • Job4: <ul style="list-style-type: none"> a. Send email reminder Ramona week of March 25th b. post flyer reminders Ricardo week of March 18th • Job5: Yuehai <ul style="list-style-type: none"> a. If we estimate 6 student members registering, recruit 6 volunteer recruiters (each volunteer commits to a 30minute time slot) Bichen help needs to be done by March 22nd - email complete list to Ramona and Namuna b. Find appropriate day during last week of March and send out doodle for time slots (or some other method) for interviews and lunch needs to be picked by March 13th - send information to Suman and Ramona • Job6: Suman and Ramona <ul style="list-style-type: none"> a. Look through information packets and compile a list of 30 questions for interviews (can request contribution from other AVS members if needed) week of March 11th - submit questions and 	<ul style="list-style-type: none"> • Job1: <ul style="list-style-type: none"> a. Reserve room in CP with Robert Brown under physics graduate student meeting • Job2: <ul style="list-style-type: none"> a. Send email advertisement b. post flyer reminders • Job3: <ul style="list-style-type: none"> a. Find guest speaker b. Coordinate with guest speaker date and time ranges to send out doodle

<p><u>information to Namuna</u></p> <ul style="list-style-type: none"> • Job7: <u>Namuna</u> <ul style="list-style-type: none"> a. Email the packets to the interviewees (so they can prepare) and interviewers 1 week before interviews <u>week of March 18th, contact Suman or Ramona for packets</u> b. Print out question packets and evaluation sheets to provide to interviewers on the day of mock interviews c. <u>week of March 25th, give paper packets to Ramona</u> 	
<p style="text-align: center;"><u>Interviewers</u></p> <ul style="list-style-type: none"> • People (students, professors?) willing to conduct interviews • They will be given a set of questions to choose from • They will ask 10-15 questions during 25 minute interview • During and after interview they fill out evaluation sheet to give feedback to interviewee (total volunteer time: 30 minutes) 	<p style="text-align: center;"><u>Presenter</u></p> <ul style="list-style-type: none"> • An AVS Chapter member, invite a professor (Jorge Rodriguez), or someone from FIU Career Services
<p style="text-align: center;"><u>Interviewees</u></p> <ul style="list-style-type: none"> • Students receive preparation materials after registration to prepare for mock interview the next week (no dress code) • Students submit order for lunch during registration • Students submit refundable \$6 deposit to Treasurer- we keep deposit if they cancel or do not show up 	<p style="text-align: center;"><u>Attendees</u></p> <ul style="list-style-type: none"> • Interested students, etc.
<p style="text-align: center;"><u>Outline</u></p> <ul style="list-style-type: none"> • Students register for interviews and lunch one week before (registering for the lunch is not required to register for the interview) • Students arrives ten minutes before interview • Students participate in 30 minute mock interview • Student will receive a filled out mock interview evaluation form from interviewer • AVS sponsored subway lunch box (\$6 per person) for all mock interviewees (to hope that they will talk with each other about how their interviews went, etc.) • After event interviewees can pick up refundable deposit 	<p style="text-align: center;"><u>Outline</u></p> <ul style="list-style-type: none"> • Interested students show up to the workshop • We take attendance and have a promotional idea for member recruitment before the speaker • Introduce the speaker and listen to powerpoint presentation

FIU Career Services Interview Skills Workshop March 27th

To view for an event, please click on the date of the workshop under the "Date" column.

SPRING 2013 EVENTS

Workshop	Date	Time	Location
Office of Career Services			
■ CV Writing for Grad Students	January 17th	4:00 pm - 5:00 pm	GC 230
	January 31st	6:00 pm - 7:00 pm	EC 2300
	March 28th	3:00 pm - 4:00 pm	WUC 255
■ Interview Skills	February 20th	12:00 pm - 1:00 pm	WUC 255
	February 21th	1:00 pm - 2:00 pm	EC 2852
	March 27th	4:00 pm - 5:00 pm	GC 230