

Meeting Date: February 1<sup>st</sup>, 2024

### Important Announcements

- Dues
  - Scholarship Applications was due last Tuesday, January 30<sup>th</sup>
  - Dues itself is due tonight
    - First-semester \$70
    - Exploratory \$40
    - Member \$60
- Mock Interviews – April 5
  - Required to go unless given valid excuse & approved (at least 48 hours)
  - Firms:
    - Plante Moran
    - BDO
    - Kruggel Lawton
    - RSM
    - Yeo and Yeo`
- [Outreach – Tabling Event](#)
  - Dates & Time
    - Friday, February 2, 12:30 to 3:00
    - Friday, February 16, 12:30 to 3:00
    - Friday, March 15, 12:30 to 3:00
    - Friday, March 22, 12:30 to 3:00
    - Friday, April 12, 12:30 to 3:00
    - Saturday, April 13, 12:30 to 3:00
  - You are required to attend at least 1 hour
- Tutoring
  - Schedule:
    - Virtual: Monday & Wednesday 6:00 – 8:00 PM
    - In-person @ Room 1320: Tuesday 6:00 – 8:00 PM
  - Tutoring check-in
    - Ask for name, who they are taking the class with
- Joshua Hector
- Interchapter Mentorship
  - Purpose: to encourage the candidates to fulfill the requirements to be a member, and foster a stronger bond between candidates and members

- Returning candidates & members to be paired with new incoming candidates
- Let us know if you have any preference

Presentation: ZCC Presentation – Successful Interviewing (Start Time: 6:10)

- 5 stages of interviewing: first impressions, answer interview Q's, ask questions, close the interview, follow-up
- Preparation for interview
  - Research and prepare by looking at job descriptions, postings
  - knowledge/skills/qualities needed
  - research the organization
  - explore the website/find articles/read reviews
- Stage 1: first impressions
  - Arrive early up to 30 minutes earlier, be professional from the start
  - Be professional by dressing and acting formally, maintaining eye contact, and greeting with a handshake.
  - Bring resumes and references (combinational and sequential circuits)
- Stage 2: answer interview questions
  - Past experience / review questions – “tell me about yourself”
  - Behavioral questions
  - Situational questions
  - Contrary evidence (negatively phrased)
  - Illegal questions
- Sample questions
- Developing memorable answers
  - Answer using the STAR Method
    - Situation/Task - give context about what, why, who, etc. and enumerate and outline
    - Actions – describe what you did or how you contributed to the task/situation
    - Results – give the results and/or what you've learned
- Stage 3: Ask questions
  - Prepare questions ahead of time
  - Clarify something you learned during the interview
  - Ask open-ended questions
  - FRAME
- Stage 4: Close the interview
  - Thank the interviewer
  - Ask about next steps
  - Ask for business card

- Smile & shake hands
- Stage 5: Follow Up
  - Send a thank you letter or email each person
  - Be brief, but specific
  - Send it the same or next day
- Thank You from the ZCC!
- Announcements from 7:15p-7:30p
  - Absence from Meeting: Nathan O., Kevin S., Justin M.
- Food Kahoot Result: Chick-Fil-A
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