- **Mentoring Programme Status:** Fardos emphasized the importance of mentees reaching out to their mentors to schedule their third and fourth one-on-one mentoring sessions. They mentioned that some mentees have not yet contacted their mentors and stressed that it is the mentees' responsibility to initiate contact. If mentees do not respond by next week, they will be withdrawn from the programme.

  - **Scheduling Sessions:** Fardos highlighted that mentees should have already completed two one-on-one mentoring sessions and should have their third and fourth sessions scheduled. They emphasized the importance of not leaving these sessions until the end to avoid scheduling conflicts with busy mentors.

  - **Responsibility:** Fardos stressed that it is the mentees' responsibility to reach out to their mentors to schedule sessions. They mentioned receiving feedback that some mentees have not contacted their mentors and reiterated that mentors are not responsible for initiating contact.

  - **Programme Monitoring:** Fardos mentioned that mentors are providing status updates on mentees, and if mentees do not respond by next week, they will be withdrawn from the programme. They encouraged mentees struggling to contact their mentors to reach out to Fardos or Ruby for assistance.

- **Interview Preparation Session:** Ruby welcomed participants to the interview preparation session, highlighting that the session would provide tips, tricks, and guidance for success in interviews. They emphasized that the session was designed to help participants prepare for both virtual and face-to-face interviews and to understand what interviewers are looking for.

  - **Session Purpose:** Ruby welcomed participants and explained that the session aimed to provide tips, tricks, and guidance to help them succeed in interviews. They emphasized that the session was designed to prepare participants for both virtual and face-to-face interviews.

  - **Participant Engagement:** Ruby highlighted that the session was for the participants' benefit and encouraged them to ask questions. They mentioned that there would be time at the end of the session for questions and that they could stay longer if needed.

  - **Interview Insights:** Ruby mentioned that the session would cover how to prepare for interviews, use AI tools effectively, and understand what interviewers are looking for. They aimed to set participants up for success by providing comprehensive guidance.

- **Ruby's Journey and Challenges:** Ruby shared their personal journey at Microsoft, including their experiences as an intern and graduate, and their current role in a global team. They discussed their upbringing, challenges with dyslexia and dyspraxia, and how they overcame interview fears using specific frameworks.

  - **Career Path:** Ruby detailed their career path at Microsoft, starting as an intern in the digital advisory team, working on projects with the Ministry of Defence, and later

becoming a customer success account manager for Coca-Cola. They are now part of a global team looking after Walt Disney.

- o **Personal Challenges:** Ruby shared their personal challenges, including growing up in a council estate, dealing with impostor syndrome, and managing dyslexia and dyspraxia. They emphasized how these experiences shaped their journey and understanding of interview challenges.

- o **Overcoming Fears:** Ruby discussed how they overcame interview fears by following specific frameworks and strategies. They aimed to equip participants with similar tools to help them succeed in their interviews.

- **Interview Process and Preparation:** Ruby outlined the interview process, emphasizing the importance of researching roles, tailoring CVs, and using AI tools to filter through CVs. They provided tips on how to prepare for interviews, including the use of hidden keywords in CVs to stand out to AI filtering tools.

  - o **Researching Roles:** Ruby emphasized the importance of researching roles using platforms like LinkedIn and university portals to understand job requirements and opportunities.

  - o **Tailoring CVs:** Ruby advised participants to tailor their CVs for each application, highlighting the importance of tweaking CVs to match job specifications and using keywords to pass AI filtering tools.

  - o **AI Tools:** Ruby shared tips on using AI tools to filter through CVs, including embedding hidden keywords in the document's footer to ensure they are picked up by AI filtering systems.

- **Authenticity in Interviews:** Gary and Ruby discussed the importance of being authentic in interviews. Gary shared their experience of trying to fit the job role rather than being themselves in early interviews. Ruby emphasized that being authentic helps interviewers understand if the company culture is a good fit for the candidate.

  - o **Gary's Experience:** Gary shared their early interview experiences, where they tried to fit the job role rather than being themselves. They emphasized the importance of being authentic to help hiring managers understand the real person behind the application.

  - o **Ruby's Perspective:** Ruby reinforced the importance of authenticity in interviews, stating that it helps both the candidate and the interviewer determine if the company culture is a good fit. They shared their own experiences of being authentic and how it benefited their career.

- **Interview Experiences:** Participants shared their interview experiences, highlighting the importance of being authentic and the challenges they faced. Gupta and Meraf shared their stories of overcoming interview nerves and the importance of showing initiative and being prepared.

  - o **Gupta's Experience:** Gupta shared their experience of going through multiple interviews for summer internships. They realized that being authentic and showing initiative helped them succeed, even when their technical answers were incorrect.

- o **Meraf's Experience:** Meraf discussed their recent interviews with the London Metropolitan Police and Siemens Mobility Limited. They emphasized the importance of preparation, showing initiative, and overcoming nerves to succeed in interviews.

- **Competency and Behavioural Questions:** Ruby explained the difference between competency-based and behavioural interview questions. They advised participants to look through job specs, highlight keywords, and prepare examples to demonstrate their skills and personality traits.

  - o **Competency Questions:** Ruby explained that competency-based questions focus on specific skills required for the job. They advised participants to review job specs, highlight relevant keywords, and prepare examples demonstrating those skills.

  - o **Behavioural Questions:** Ruby described behavioural questions as those that assess personality traits and how candidates handle various situations. They recommended preparing examples that showcase relevant traits and experiences.

- **Interview Preparation Tips:** Ruby provided several tips for interview preparation, including understanding one's unique selling points (USP), using AI tools, practising the STAR method, and taking improv classes to improve situational fluency. They also emphasized the importance of body language and sending personal thank you notes after interviews.

  - o **Unique Selling Points:** Ruby advised participants to understand and highlight their unique selling points (USP) to stand out in interviews. They emphasized that companies look for candidates with unique qualities and not just carbon copies of the same person.

  - o **AI Tools:** Ruby shared how AI tools like ChatGPT can help prepare for interviews by generating potential questions and answers based on the job description and the candidate's CV.

  - o **STAR Method:** Ruby and Fardos discussed the importance of using the STAR method (Situation, Task, Action, Result) to structure answers to competency and behavioural questions, ensuring that candidates provide specific and impactful examples.

  - o **Improv Classes:** Ruby suggested taking improv classes to improve situational fluency and the ability to think on one's feet during interviews. They shared that this practice helped them handle unexpected questions more effectively.

  - o **Body Language:** Ruby emphasized the importance of positive body language, such as smiling and maintaining eye contact, to create a good impression during interviews. They also recommended sending personal thank you notes to interviewers to leave a lasting positive impression.

- **STAR Framework:** Ruby and Fardos discussed the importance of using the STAR framework (Situation, Task, Action, Result) to answer competency and behavioural interview questions. They emphasized that the framework helps candidates demonstrate the impact of their actions and provide specific examples.

- **Presentation Tips:** Ruby and Gary shared tips for delivering successful presentations during interviews. They advised candidates to read the brief carefully, avoid reading from scripts, and use visual aids effectively. They also emphasized the importance of engaging the audience and asking questions.

- **Research and Preparation:** Gary highlighted the importance of researching the company, understanding the role, and leveraging the recruiter as a resource. They advised candidates to prepare questions for the interviewer and to use social media profiles to learn about the interviewer and the company.

- **Handling Nerves and Anxiety:** None

Follow-up tasks:

- **Mentoring Sessions:** Reach out to mentors and schedule the third and fourth one-to-one mentoring sessions as soon as possible. (Mentees)

- **Mentoring Programme Status:** Contact Fardos or Ruby if you are struggling to get hold of your mentor. (Mentees)

- **Interview Preparation:** Practise using the STAR framework for competency and behavioural interview questions. (Participants)

- **Interview Preparation:** Record yourself practising interview answers and review the recordings to improve. (Participants)

- **Interview Preparation:** Prepare cheat sheets using AI tools like ChatGPT to simulate interview questions and answers. (Participants)

- **Interview Preparation:** Take improv classes to improve thinking on your feet during interviews. (Participants)

- **Interview Preparation:** Practise presenting in front of friends or family to get comfortable with feedback. (Participants)

- **Interview Preparation:** Prepare questions to ask the interviewer about the job role and company culture. (Participants)

- **Interview Preparation:** Research the interviewer on LinkedIn to find common ground for breaking the ice. (Participants)

- **Interview Preparation:** Ensure your presentation is visually appealing and free of spelling and grammar errors. (Participants)