



# CAREER AND JOB PREPARATION

## ACE YOUR INTERVIEW

**February 4: 5:00pm - *Ace your interview!***

**February 18: 6:30pm *Networking* - The key to a job search!**

**February 22: 5:00pm – *Getting Hired*, recruiters tell the inside secrets!**

**Room 119 Hall of Graduate Studies**

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# Interviews....

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- Designed to share information – two way
- Establish connection between skill provider and organizational needs
- Not designed to trick or manipulate
- Opportunity to go beyond resume/cover letter/job description

# Types of Interviews

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## Information Interviews

Part of the networking process.

The goal is to gain information about the field, the expectations, future etc.

Phone or in-person lasting up to 30 minutes.

Arranged by interested candidate

No expectation of hire

## Phone Interviews

Can be one-on-one or group

Technology challenges

More popular money saving first round technique

## In person

one on one or group

Generally on site – although conference interviews are possible

Higher level of commitment to the candidate

# Informational Interviews

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- Informational interviews as networking
  - What do you like most about your job?
  - What advice would you give a new graduate
  - What directions is the field headed in the next 5 years
  - What skills/training is most helpful in your work
  - What are key factors that a search committee considers?
  - From now on – be more interested, ask more questions – friends, new people you meet, faculty, speakers etc.
  - Read as if you are a career seeker – follow up if you are able to
  - Engage in the process!

# Phone/In person Interviewing TIPS

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## Interview Tip 1: Plan Ahead –

- Do a little homework! Research the company and the position
- See if you can find out about the people you will meet with at the interview.
- Review your work experiences/Know your resume!.
- Be ready to talk about your accomplishments with information related to the companies needs.
- Have your facts ready!

## Interview Tip 2: Practice Practice Practice –

- Once you have finished studying, begin rehearsing.
- Use broad questions to practice (why this organization/job or what do you have to offer ,,)
- Write down answers if it helps to make your presentation more concise.
- Try to keep your answers to the information your new employer will want to know.

## Interview Tip 3: Eye Contact –

- Maintain eye contact with your interviewer.
- Show you want the job with your interest.

# Tips (cont)

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## Interview Tip 4: Be Positive –

- Always try to deliver the information in a positive way

## Interview Tip 5: Adapt –

- Listen and adapt. Be sensitive to the style of the interviewer.
- Pay attention to those details of dress, office furniture, and general decor which will afford helpful clues to assist you in tailoring your presentation.

Interview Tip 6: Relate - Try to relate your answers to the interviewer and his or her company. Focus on achievements (Problem, Action Result)

Interview Tip 7: Encourage - Encourage the interviewer to share information about his or her company. Demonstrate your interest. **ALWAYS HAVE QUESTIONS!**



# Typical Questions

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- Why are you interested in this field? (organization, company, job)
- How did you find us? (How did you find out about the organization etc)
- Where do you want to take this job?( or self)
- Why should we hire you? (in what ways are you beneficial to us?)
- Can you please tell me what you work on? (Important to keep it simple.)
- Where does this job fit into your career goals
- What are the key personal traits that will make you successful here?
  
- Tell me about a time....ah, the behavioral interview questions



# What ARE they looking for?

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## Team Work

(Tell me about a time when your actions served to make a team on which you served more effective)

## Communication Skills

(Tell me about a time that you had to communicate information to someone in a higher position than yours...how did you plan, know you were understood etc)

## Analytical thinking

(Describe a challenging project or task on which you worked. How did you approach the problem? What resources did you employ? Why? What was the outcome?)

## Initiative

(When have you proactively influenced the outcome or event without being asked to get involved)

# What ARE they looking for? (Cont)

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## Integrity and Ethics

(Tell me about a time when you observed someone doing something that you would consider questionable. Who/What/When/How/Outcome)

## Innovation and Creativity

(Describe a particularly challenging task that you have worked on – what skills and experience did you bring into play to solve the problem?)

## Quality Orientation

(Tell me about a project that you have worked on that required a high degree of attention to detail. How did you organize yourself, what methods did you employ to ensure the results were error free?)

## Delivering Results

(Give me an example of a time when you have had to juggle multiple projects. How did you prioritize your time and materials and go about completing the task to meet the goals and timelines. )



# Employer Feedback

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- Candidates did not research the organization or position fully
- Did not listen to the specific question asked
- Some comments or answers were too casual
- Were not able to articulate why they were interested in us or the job
- Easy questions had not been considered before hand i.e why do you want this job?
- Shortage of good questions for the recruiter
- Academically bright but couldn't relay how their knowledge would transfer to our work



# The End

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- Questions?