

Interviewing Essentials

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IBM Development Manager (Retired)

Understanding Interviewing

Directions:

Check "T" in front of those statements that you believe to be true and "F" in front of those you believe to be false.

T

F

☐☐

1. The person who would be your future manager is always the decision maker.

☐☐

2. The interviewer often feels as much anxiety as the interviewee.

☐☐

3. The more prepared you are for the interview, the better impression you will make.

☐☐

4. You should let the interviewer take the lead and ask questions. Your roles should be answering those questions in detail.

☐☐

5. You should continually sell yourself during the interview.

☐☐

6. First impressions can make you or break you.



The Electrochemical Society
Advancing solid state & electrochemical science & technology

Top 10 Qualities Employers Seek

1. Analytical skills
2. Communication skills (verbal and written)
3. Teamwork skills (works well with others)
4. Interpersonal skills (relates well to others)
5. Motivation/initiative
6. Strong work ethic
7. Honesty/integrity
8. Flexibility/adaptability
9. Computer skills
10. Self-confidence

From Drake Beam Morin, Inc.

Top 7 Skills Employers Look for in New Hires

1. Interpersonal
2. Verbal communication
3. Leadership
4. Analytical
5. Computer
6. Written communication
7. Teamwork

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Prepare for Your Interview

Know Yourself in 5 Areas

1. **Education and Training:** Is your degree good preparation for the position you are interviewing for? Are the skills/expertise you have learned appropriate for the position?
2. **Work Experience:** What were your major accomplishments and discoveries while working on your thesis and projects. Do you have any other work/job experience? What kinds of recognition did you receive?
3. **Professional Affiliations:** Do you belong to any professional/trade associations? Have you held a leadership role in any?
4. **Personal Attributes:** What are your strengths and weaknesses? What type of management do you prefer? What type of environment do you do best in? Do you work well under pressure? Do you work well with others?
5. **Community Involvement:** How do you contribute to the community you live in? Have you assumed any leadership roles?



To Prepare for Your Interview

Know the Company and Know the Position

- What are the major products, services, revenues, current business issues, people, history?
- How did this position become available?
- How many people work there?
- How does the company present itself in its annual report? Web page?
- Is there an obvious corporate culture? What is it?
- How does the company compare with its competition?

To Prepare for Your Interview

Sample Interview Questions

1. Tell me about yourself.
2. Why do you want to work here?
3. What kind of experience do you have for this job?
4. Describe how your job relates to the overall goals of this Company?
5. What would you like to be doing in 5 years?
6. What have you learned from your past jobs?
7. How do you feel about your progress to date?
8. What are your strongest qualifications?
9. How do you organize and plan for major projects?
10. Can you work under pressure?
11. What are your proudest accomplishments?
12. What is your energy level like?
13. Why should we hire you?
14. What would your references say about you?
15. What interests you most about this opportunity?
16. What interests you most about this opportunity?
17. What type of decisions did you have to make at your last job?
18. How do you handle tension?
19. How does this job compare to others that you have held?
20. In what ways have your past jobs taught you to take on greater responsibility?



To Prepare for Your Interview

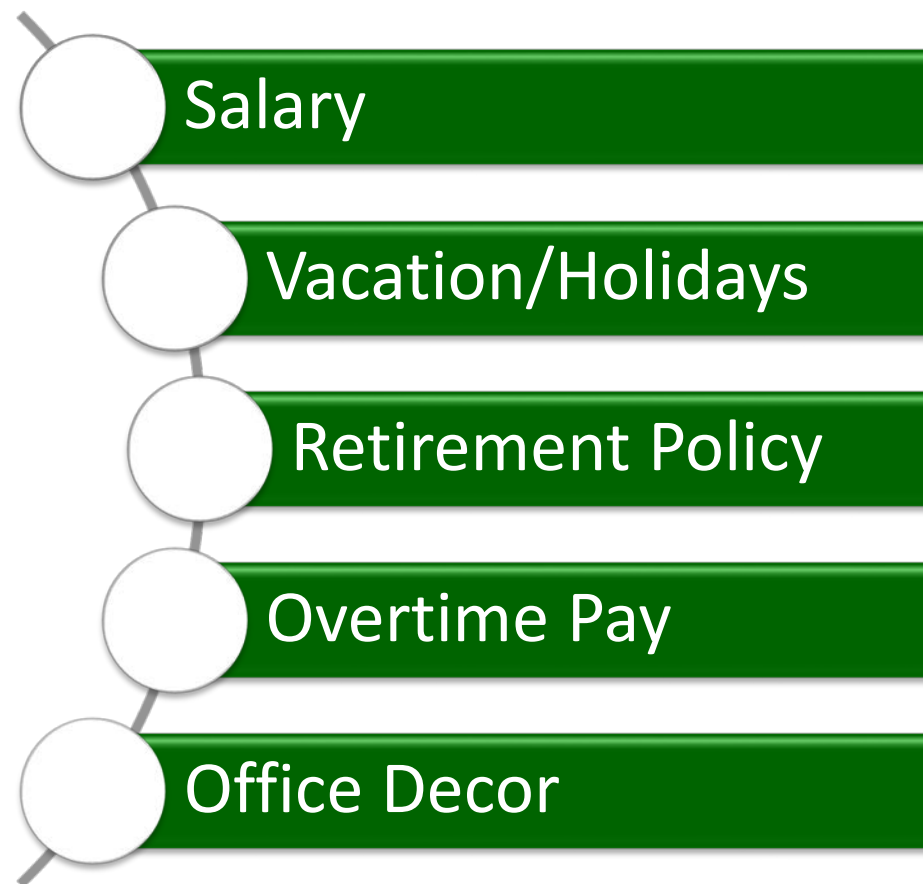
Questions You Could Ask

1. Tell me about the nature of the work that I would be doing most of the time.
2. What kinds of peripheral tasks would likely take up the balance of my time?
3. What would be my most important duties?
4. What types of projects would I be involved in?
5. What changes is management interested in having take place with the direction of this department?
6. What is the management style of the person who would be my supervisor?
7. In what ways is management looking for this function (performed by – the department you would be working for) to improve?
8. What have been the major problems/challenges in the past?
9. What will be the major challenges for the person who is hired?

Questions You May Want to Ask

- Specifics of Position
- Opportunities for Advancement
- Chain of Command – Where Will You Fit?
- Travel Required? Frequency?
- Spousal Relocation Assistance
- Timing of Offer
- Opportunities for Professional Development

Questions You Shouldn't Ask



Salary

*When the job is a lock!
When the question comes up!
Maximize your advantage!*

➤ ***Play Nice***

Research the salary range for people in your field with similar background and experience

➤ ***Set Your Limitations***

Establish what you need to earn and will settle for before they make the offer

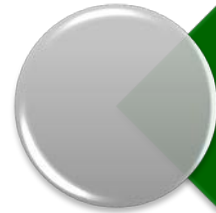
➤ ***Consider the Benefits***

During Your Interview

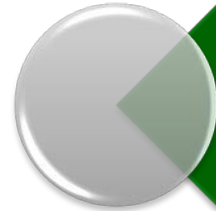
Interview Pointers

- Show up 15-20 minutes early.
- Make sure you have clear directions so you can find the interview location easily.
- Be clear, to the point, and brief with your responses.
- Expect the unexpected.
- Don't be afraid to pause and think about the answer to a tough question. Silence can be golden and often communicates control.
- A little nervousness is normal.
- **Be organized. Know what you want. Be familiar with the company and know what you can do for them.**
- Take notes.
- Use a firm handshake before and after the interview.
- Ask for a business card.
- ***Always send a thank you note following the interview (~ 2 days).***

Before the Interview



Be Certain of the
Schedule



Cost of the Trip – Who
Pays?



Group Presentation?



Practice – Practice –
Practice

What to Bring to the Interview




Extra Copies of Your Resume



A Pad and Good Quality Pen



A Briefcase or Portfolio, Preferably Leather



Your List of References (to be offered only when asked and are appropriate for the position)



YOUR BEST SELF!

Managing Your Image

- ***Be on Time!***
- ***Physical Presence***
 - Dress Conservatively, Nothing Flashy
 - Grooming and Hygiene are Immaculate
 - Neat Simple Hair Style
 - Avoid Heavy Perfumes/Colognes
- ***Do Not Fidget and Fuss with Objects***
 - Try to Maintain Eye Contact
- ***Make a Good Entrance and Exit***
 - Firm Hand Shake
 - Smile

Managing Your Image

➤ ***Demeanor***

- Convey Enthusiasm, Warmth and Sincerity
- Be Positive

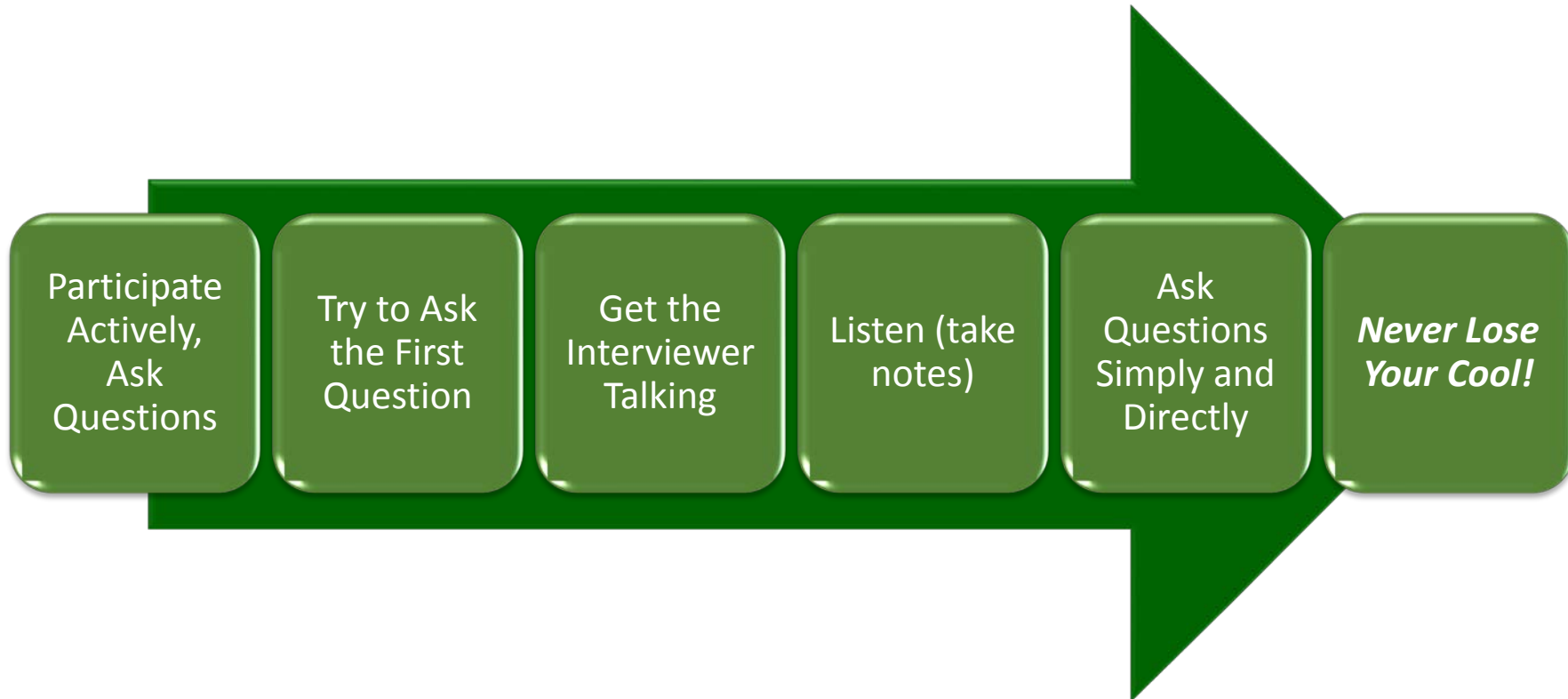
➤ ***Avoid***

- Smoking or Chewing Gum
- Alcohol
- Religion & Politics

➤ ***Attitude***

- Expect a Yes

During the Interview



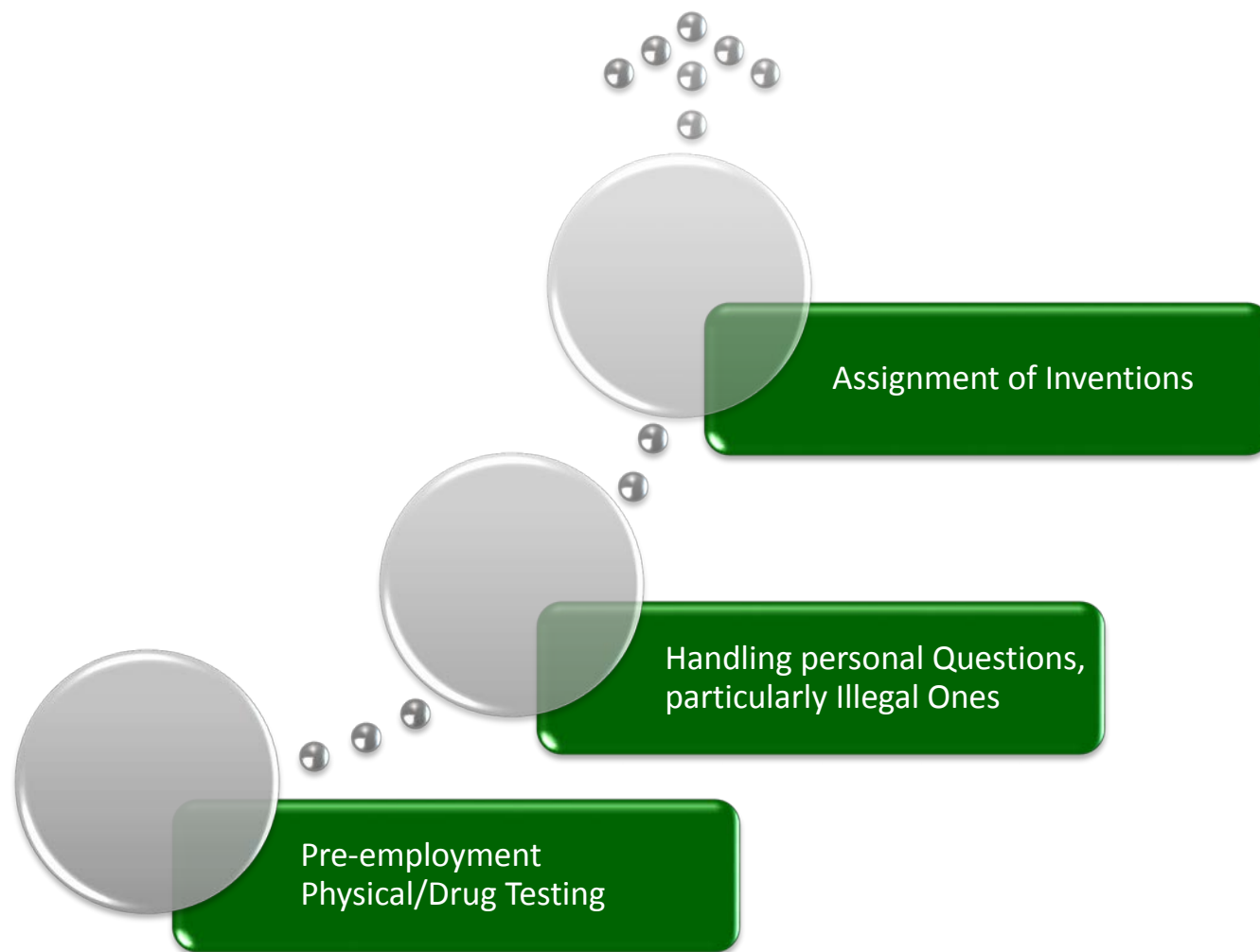
Reasons for Rejection



Reasons for Rejection

- Condemnation of past employer
- Fails to look interviewer in the eye
- Indecision
- Sloppy application blank (or resume)
- Lack of knowledge of field of work
- Late for interview (without a good reason)
- Failure to say "Thanks"

Ethics



Group Presentation



Establish time for presentation



Critical review of notes/slides



Practice, practice, practice



Always face your audience



Repeat question to understand and gain time



Watch the clock!

Sample Thank You Letter

(Conservative/Formal)

This letter maintains a warm, personal style within a traditional format. The writer expresses his appreciation for the interview, then quickly reemphasizes his strongest qualifications, drawing attention to how those qualifications fit the job requirements. The writer also reiterates his interest in the position.

James Wannabee
1400 Lost My Way
Chapel Hill, NC 27590
(352-xxx-xxxx)

Dr. Joan Knowitall
Best Ever Technology
5000 Somewhere Road
Utopia, USA 000111

Nov. 15, 2012

Dear Dr. Knowitall:

I want to thank you very much for interviewing me yesterday for the Research Associate position. I enjoyed meeting with you and learning more about the research activity in your group.

The interview strengthened my enthusiasm for the position and interest in working for Casey. I Believe my qualifications and experience will fit nicely with the job requirements, and I am certain I could make a significant contribution to the firm over time.

I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I am seeking. Please feel free to call me at the listed number above if you require any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

