

## Interviewing Skills

- ▶ Preparing for your interview
- ▶ Understanding what interviewers are asking



## Purpose of Interview

- ▶ Goals of recruiter?
- ▶ Goals of Interviewee?

## How To Get An Interview

- ▶ E-recruiting
- ▶ Hard copy of resume to secretaries
- ▶ Career fair (see ChE web page)
  - Student volunteers (get face time)
- ▶ Networking
  - Professors
  - Students
  - Friends
  - Family
- ▶ START EARLY!

## Interview Process



## Types of Interviews

- ▶ Placement Center
- ▶ Separate Interview
- ▶ Phone Interview
- ▶ Dinner
- ▶ Plant Trip



## Prepare

- ▶ Get to know company before interview
- ▶ Get a good night's rest
- ▶ Dress appropriately
- ▶ Be early

## In the Interview

- ▶ You get 15-20 minutes
  - Biggest impression is in first 30 seconds! (according to Church Employment Center)
- ▶ Little things make big impression
  - Be positive and cheerful
    - ▶ Make it fun!
  - Handshake
  - Look them in the eye
  - Speak up
  - Listen
  - Be thoughtful in your responses
  - Have a question or two

## Questions to Ask

- ▶ What kind of career path could the person expect?
- ▶ Where is the person now who held the last job?
- ▶ What are the day-to-day duties of the position?
- ▶ How does the job relate to the company's activities and goals?
- ▶ What is the next step in the hiring process?

## What Does The Recruiter Do?

- ▶ Has list of all ChEs, MEs, etc.
- ▶ Decides who to interview
  - GPA
  - Resume
  - Personal contact at Career Fair
- ▶ Makes report on each interview
- ▶ Ranks the interviewees
- ▶ Circulates resumes and report through company (along with stuff from other universities)
- ▶ Makes follow-up phone calls to interviewee
- ▶ You can (and should)
  - Send a thank you note to recruiter
  - Call or email the recruiter with additional questions

## What the Recruiter Wants to Know

- ▶ What type of job does the candidate want?
- ▶ Does the candidate have the skills to do the job?
- ▶ Will the candidate excel in the job?
- ▶ Will the candidate be compatible with the existing work team?

## Internships vs. Co-Ops



## Behavioral-Based Interviewing

- ▶ Definition: A structured pattern of questions designed to probe the applicant's past behavior in situations similar to those the job encounters.
- ▶ Corollary: The best predictor of future behavior or performance is past behavior or performance in similar circumstances. (The more recent and the more long lasting the behavior, the better its predictive power)

## Interview Questions - Dimensions

- ▶ Intellectual capacity
- ▶ Influencing others
- ▶ Interpersonal style and competence
- ▶ Internal control and self-esteem
- ▶ Personal growth and adaptability
- ▶ Communication skills
- ▶ Motivation
- ▶ Administrative skills
- ▶ Fostering teamwork

## Sample Probing Questions

- ▶ Describe a time on a job in which you were faced with problems or stress which tested your skills. What did you do?
- ▶ Give an example of a time when you had to be relatively quick in coming to a decision.
- ▶ Give me an example of an occasion when you were able to motivate your fellow workers.
- ▶ Describe the most important written report/presentation which you have had to complete.
- ▶ What did you do in your last job to contribute toward a teamwork environment? Be specific.

### Dimension: Influencing others

Tell me about the time you were most persuasive in overcoming resistance to your ideas or point of view.



### Dimension: Interpersonal competence

Tell me about the last time you had a disagreement or clash with someone in your work/school.



### Dimension: Communication skills

Describe the last time someone at work/school misunderstood what you were attempting to communicate.



### Dimension: Motivation

Describe a time when you were most frustrated or discouraged in reaching your objectives or goals.



## Legal/Illegal Questions

- ▶ That's an interesting pronunciation of your name. What nationality is it?
- ▶ Are you good at welding?
- ▶ Have you ever been arrested?
- ▶ This job requires lifting of 70 lbs. Is this a problem?
- ▶ Have you ever been fired from a job?
- ▶ Do you plan to have more children?
- ▶ Where does your husband/wife work?

## Pet Peeves of Recruiters

1. Smells: Too much of a good smell can be bad
2. Communication: Too little leaves interviewers exasperated
3. Communication: Too much can be too much
4. Lack of Focus: Results in losing the interviewer
5. Averting Your Eyes: One way to avert an offer
6. Slang and Street Speak: Leave them on the street
  - ▶ Get a professional-looking email address
7. Deception: Little lies leave a big impression

## Ethics On Your Part (very important!!!)

- ▶ I interviewed with a company even though I have great interest in another company
- ▶ I took a plant trip with company A when I have already accepted a job with company B
- ▶ I accepted a job with company A due to their time constraint, and then company B gave me an offer. I like company B better...
- ▶ I changed my mind, so even though I took a job with company A, I just didn't show up to work and did something else.
- ▶ I accepted 3 plant trips, but accepted the job at the first one. Should I go on the other 2 plant trips?
- ▶ I am dead-set on law school, but I took 3 plant trips anyway. These companies are so big, the money doesn't matter to them.

## Prospecting

- ▶ Look under a lot of rocks
  - Placement Center
  - ChE job opportunities web site
  - Professors
  - Non-main stream companies
    - ▶ Government (CIA, USDA, DOE, etc.)
    - ▶ Military
    - ▶ Intelligence services
    - ▶ Big consulting groups