

# Interview & Networking

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## 1 Interview

Interview is a professional conversation that requires below

- Skills - communication, teamwork, analytical and quantitative, organizational
- Quality: motivation/initiative, strong work ethic, flexibility/adaptability, honesty/integrity

Employer's perspective

- How can you contribute to the organization? (Show your relevant experience)
- Why do you want to work for them?
- What are you going to be like as a co-worker?
- Transferable skills? (ability to adapt quickly)

Pre-study

- Company history
- Name of CEO, company symbol, etc. (trivial but sometimes critical)
- Research 3 months of articles about the organization
- Understand competitors and collaborators
- Learn about the culture if possible
- Search Google, LexisNexis, vault, hoovers, etc.

Interview preparation

- Self-assessment (skills, past experience, goals, values, weaknesses, geographic requirements)
- Why are you the best candidate? What makes you unique?
- Know your resume
- Formulate Questions to ask the interviewer
- Find out logistics/details about the interview

Tell me about you (prepare for up to 2 minutes)

- Why are you in the chair (=current situation/status/position)?

- Why should we hire you?
- Emphasize different point depending on the target position

#### Tips

- Bring your resume printed out (e.g., 5 pieces in a folder, interviewers may have them but...)
- Study on interviewers such as school, previous company, not private ones
- Thanks mail to all of them
- Get name cards, or get emails from receptionist or web

#### Types of interview

- In person / virtual (e.g., Skype, be dressed up - business suite - because someone may ask you to stand up, be cautious, your dog may bark!)
- # of people, technology, attire, quiet/secure setting
- Verbal, non-verbal

#### At the interview

- Be professional, enthusiastic, positive impression (stay positive)
- (Proper) Hand shake, eye contact
- Be confident, believe in yourself
- Honest answers supported by examples
- Ask thoughtful questions about the job, organization or services/products
- Be aware of when the interview is coming to a close
- Frequently missed opportunity - be sure to reiterate your interest and enthusiasm for the position

#### Questions at the end of the interview

- Prepare 10 different questions (because they may answer some of them during the interview)
- Ask when you may expect to hear from them
- Examples - about accomplishment, define success, goal of department, not about salary or benefits

#### DO NOT

- Salary (but have your requirements in mind)
- Speak negatively about previous employers/activities/co-workers
- Give one-word or run-on answers
- Use slang, unprofessional or rude languages
- Exhibit poor body language or manners
- Memorize your answers

## DO

- Use examples to back up your points
- Prepare 3 card stories (challenge encounter, your action, result) for leadership, presentation, problem solving, detail oriented, c++ skill, etc.
- Completely/clearly answer questions
- Maintain a conversational flow
- Tie answers back to the position and/or employer when possible

## Question samples

- Tell me about yourself
- Why are you interested in this position?
- Why do you choose this career/industry?
- What is your greatest strength?
- What motivates you to put forth your greatest effort?
- Describe your ideal supervisor
- Difficulty?
- Greatest weakness (should not be related to the core ability for the job)
- Accomplishment that you were satisfied the most
- What major problem did you encounter, and how did you deal with it?
- Situation from your past that required you to respond to pressure? How did you handle it?
- Where do you see yourself in 5 years?
- Failing experience...

## Behavioral questions

- What fruits do you like? (may be asked, answer creatively)

## References

- Use online/offline guidelines/information

## 2 Networking

- About 60% of job searching information comes from your networking
- Ice breaking is to get common interests

## Structure your job search in 3 steps

- Identify your target job and long term career goals and launch your job search

- Research and explore market conditions, occupations, industries, and employers
- Assess your work related values, skills, abilities, interests and personality

What is networking?

- Mutual exchange of information (career paths, industries, and interests)
- Both a formal and an informal process (building and maintaining relationships)
- Very beneficial, many jobs are found through connections
- Looking for people who can help provide you with the missing piece of your career puzzle
- The way to access “hidden jobs”
- The benefit of networking is a piece of information you can use

How to network

- A goal (a specific job, information on alternative career paths, key information about industry trends)
- Prepare office supplies such as name cards, thank-you notes (email is okay)
- Information about yourself (30-60 second introduction, resume/CV)
- Your introduction - can be used in person, on the phone, email
- Just one fairly long sentence is perfect, but 2-3 short ones are okay
- Your current work/research/academic experience
- Key skills and interests

Where to network

- Everywhere (friends, professor, workshop, etc.)
- LinkedIn

When to network

- Start right now