Navigating an Interview

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Materials & Skills Prep

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Presentation Outline

• Workshop Objectives
• Application Phase
• Before the Interview
• Research-Informed Questions
• Using LinkedIn
• During the Interview
• Do’s & Don’ts to Interviewing
• Types of Interviews
• Questions?
Workshop Objectives

- To help participants feel more comfortable walking (or calling) into an interview.
- Provide general knowledge and opportunities for engagement around various forms of interviewing.
- Provide the tools and space for participants to articulate their experiences to potential graduate schools and/or employers.
APPLICATION PHASE

• Researching the organization
• Reference requests – How do I organize this?
• Submission of application materials – What is typically included?
Before the Interview

- Understanding of self & personal brand – What do you bring to the table?
- What do I wear?
- What do I bring with me?
- What types of information do I research about the organization?
- How do I manage my stress?
Before the Interview

• Organization Research – What do I research?
  • Mission & vision
  • Organizational goals & plans
  • Recent news & events
  • Organization team & areas of specialty
  • The “key players” of the team
  • Individuals who will be a part of the interview (ask in advance)
Before the Interview

- Organization Research – How do I research?
  - Organization website
  - Colleagues or other connections
  - Social media – LinkedIn
  - Google search
Research-Informed Questions

- A lot of preparation involves coming up with the “right” questions
- What constitutes a good question?
Using LinkedIn

- Search “Claremont McKenna College” to find alums
During the Interview

- Housekeeping Items
  - Cell phones
  - Interviewer names & positions
  - Eye contact & body language
  - Handshake
  - How to request time to process questions
During the Interview

• “Please tell us a little about yourself and your interest in the position.”
• The purpose of interviews is to speak about soft skills and use hard skills for backup.
• Listen to the interviewer(s) and give them the response that they are looking for, no more or less.
• Come with 4-5 questions for each interview.
During the Interview

• “Please describe a time in which you used strong technical or analytical skills.”
• “Please describe a time in which you made a mistake. What did you learn?”
• “Tell us what makes you a strong candidate for this position.”
Interview “Do’s”

• Dress appropriately for the employer or setting
• Have your clothes ironed, clean, and neat
• Clean or polish your shoes
• Clothes should be comfortable
• Dress up: Be more business-oriented for an interview than you might need to be for the job
• Carry a small purse, not a backpack or huge purse
Interview “Do’s”

- Bring your resume and references in a folder, clean large envelope, or brief folder
- Bring extra copies of your resume, cover letter, and reference list
- Take time to clarify a question if you are unsure
- Follow-up in some form after the interview
Interview “Don’ts”

• Wear strong perfume or cologne
• Wear revealing clothes (sexy is not for job interviews)
• Go too casual; if you are unsure, go with more business-oriented rather than less
• Have too much jewelry; keep it minimal and non-controversial
Interview “Don’ts”

• Chew gum
• Use your cell phone! Turn it OFF before you walk into the office!
• Eat unless you are having a meal as part of your interview
• Drink unless it is offered, and stick to water if possible
• Assume the employer has read your materials
• Feel the need to respond to illegal interview questions
Types of Interviews

- 1st Round versus 2nd Round
- Phone versus Skype
- On-Site Interviews
- Dinner (Meal) Interviews
- Case Interviews
- Behavioral versus Technical
QUESTIONS?

Reach out to us...

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