Workshop Agenda

12:30PM – 2:30PM
- Introductory Exercise
- Define Interview
- Introduction of the POEDic Model
- Phase 1 and 2

2:45PM – 5:00PM
- Phase 3, 4, and 5
- Resources
- Mock Interviews
Workshop Objectives

- **Acquaint** ourselves with classmates
- **Gain** insight to the interview process
- **Familiarize** with interview etiquette
- **Learn** about the professional image
- **Recognize** the types of interviews
- **Prepare** for specific job interviews
Opening Exercise:
Get to Know Your Classmates

Purpose:
- Get to know our classmates using questioning and listening skills
- Practice introducing classmates to other colleagues

Process:
- Using the “Getting to Know You” sheet as a guide, work with another classmate that you do not know to discover (3) interesting facts about them

Timing:
- (5) minutes each, (10) minutes in total
- 15 second elevator introduction speech
- 30 minutes total for reporting out
Interview

A dialogue between two parties involving:
- Questions and answers, from both parties
- Seeking information

In job search, dialogue between an employer and job seeker

Limited information available to both parties
POEDiC Model: Interview Process

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Phase I: Prepare Interview

- Initial Contact
- Context of Interview
- Conduct
  - Professional Image
- Research
Phase I Prepare: Initial Contact

- How did you apply?
  - How did the employer hear about you?
- What is the interview for?
- Who contacted you?
- What information does the employer have about you?
- Verify your interview schedule
Phase I Prepare: Interview Context

- On campus
- In Office
- Telephone
- Teleconference
- Exam/Project
- Social Settings
  - Restaurant
  - Presentations
  - Career Fairs
Phase I Prepare: **Conduct**

- Professional Image of the Organization
  - Men: Suit in a conservative color, pressed shirt, a conservative tie & socks that match
  - Women: Skirt/pant suit in a conservative color, pressed shirt & hose
- **Shoes:** Traditional, conservative, no open-toe & conservative height
- Discreet accessories
- **Grooming**
- **Behavior**
  - Handshake, Posture, Body Language
Phase I Prepare: Research

- The Company
  - Mission, size, locations, culture, history, structure, news, competitors, career path, key people
  - Attend Employer Presentations
  - Network with People in the Company

- The Field
  - Network with People in the Field

- The Position
  - Job Description
  - Network with People in the Position

- The Interviewer(s) – www.pipl.com, LinkedIn

- Prepare and anticipate the interview questions
Phase 2: Opening

- Pre-Arrival Activities
- Arrival
- Greetings
- Observe Surroundings and Professionals

Opening

- Pre-Arrival
- Arrival
- Greet
- Observe
Phase 2 Opening: Pre-Arrival

- What to bring
  - Identification, Portfolio, Pen, Notepad, Resume, Examples of Work
- Schedule
- Weather
- Transportation
- Meals
- Nerves
- ... and more.
Phase 2 Opening:

Arrival & Greetings

- Arrival & Check-in
- Greetings, Introduce yourself
  - Handshake
  - Name
  - Brief Explanation of Purpose
  - Business Cards
Phase 2 Opening: Observations

Organizational Culture
- People: Demographics
- Size
- Artifacts
- Layout & Location

Listen and make note
BREAK
2:30 – 2:45PM
# POEDiC Model: Interview Process

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Phase 3: Exchange

- Position
- Requirements
- Format
- Position
- Req’ts
- Format
- Questions
Phase 3 Exchange:

Position & Requirements

Position

- Your Story
- Qualifications
- Evidence & Examples
- Conduct

Requirements

- Are you a good fit?
- Can you do the job?
- Do I want you as a colleague?
Phase 3 Exchange: 

**Format of Interviews**

- **Behavioral**
  - Questions about yourself
- **Experienced Based**
- **Brain Teasers**
- **Exams & Projects**
  - Case Studies
Phase 3 Exchange:  

**Format: Behavior**

- Tell me about yourself
- Tell me about your degree
- What is your greatest weakness?
- What is your greatest strength?
- Why should I hire you?
- Are you a team player? Can you give me an example?
- Where do you see yourself in five years?
Tell me something about yourself that I didn’t know from reading your resume.

Why do you want to work here?

What motivates you?

Describe a failure or disappointment – how did you handle it?

Describe a situation where you had to lead a group.

How do you deliver difficult messages?
Phase 3 Exchange:

**Format:** Experience Based

- Can you tell me about your experience in Stochastic Modeling?
- Can you describe a stochastic process?
- What do you follow (i.e. market)?
- What is your experience in risk management? Asset management? Trading?
- Do you trade? Can you tell me more about your portfolio?
Phase 3 Exchange:

Format: Brain Teasers

- They want to know HOW you think
- Re-state the problem; paraphrase
- Ask relevant questions
- Calm and composed
- If you have an answer – explain it and its relevance
Phase 3 Exchange:

**Format:** Exams & Projects

- Position based
- Test skills and knowledge
- Written or computer based
- In-Person Interviews are likely to be conducted after passing
Phase 3 Exchange:

**Format:** Case Studies

- Analytical skills
- Business maturity and judgment
- Problem definition
- Solution structuring – lessons learned
- Quantitative capabilities
- Dealing with apparent dead-ends
- Innovation and current
- Communication skills
- Confidence
Phase 3 Exchange:

Format: Case Studies

- Examine compatibility with the firm
- Find out roles and growth opportunities
- Gain insight to interviews and methods
- Get feedback on your strengths/weaknesses
- Gain comfort in talking to people in the industry
  - Observe their appearance, culture, language
- Build your network
- Show interest
  - Ask questions
  - Follow-up
Phase 3 Exchange: Questions

- Intelligent
- Organization
- Strategy
- Capabilities

Executive Space:
- Challenges and Opportunities

Interviewer
Phase 4: Decide

- Follow-Up
- Feedback
- Reflect
- Improve
- Reference
Phase 4 Decide: Follow-up

- Follow up
  - Thank You note
  - Follow-Up letter
  - Timing

- Second, Third, Fourth... Interview
  - Multiple rounds & interviewers on one day
  - Multiple types of interviews
  - Job specific
  - Context
Phase 4 Decide:

**Feedback, Reflect, Improve**

- Feedback from Employers
- Reflect
  - What worked?
  - What didn’t work?
- Develop a plan to Improve
  - Mock Interviews, Resume, Skills, ...
Phase 4 Decide: References

- Prepare References
  - Academic or Professional

- Ask Permission
  - Remind them of who you are (resume)
  - Keep them informed – tell them about your job
  - Assess whether they are strong references
  - Inquire how to contact them
  - Inquire about their preferences

- Reference Document
Phase 5: Close

- Contract (Written)
- Visit (Benchmark, network)
- Commit (Verbal or written)
- Future
Interview **DON’Ts**

- Don’t be late
- Don’t be arrogant
- Don’t interrupt
- Don’t always have the ‘right’ answer
- Don’t use words that you do not understand
- Don’t assume
- Don’t act surprised
- Don’t forget the importance of ‘Thank you’
Interview **DOs**

- Maintain your professionalism at all times
- Be honest
- Be thoughtful
- Listen
- Ask intelligent and appropriate questions
- Give examples
- Get your story out
- Be flexible, accommodating & prepared
- Be confident, not arrogant
- Follow-up, appropriately
Mock Interviews

Format:
- Taped
- Behavior, Skills, Brain Teasers
- 20 Minutes
- IEOR Office, Conference Room 317 Mudd

Your preparation:
- Resume
- Professional Dress