Interview Workshop
Wednesday, August 29, 2007

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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
Interview?

- **Fancy word to describe a dialogue between two parties involving:**
  - Questions and Answers, from both parties
- In job search, dialogue between an employer and job seeker
- Limited information available
# POEDiC Model: Interview Process

<table>
<thead>
<tr>
<th>Prepare</th>
<th>Opening</th>
<th>Exchange</th>
<th>Decide</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Pre-Arrival</td>
<td>Position</td>
<td>Follow-up</td>
<td>Contract</td>
</tr>
<tr>
<td>Context</td>
<td>Arrival</td>
<td>Req’ts</td>
<td>Feedback</td>
<td>Visit</td>
</tr>
<tr>
<td>Conduct</td>
<td>Greet</td>
<td>Format</td>
<td>Reflect</td>
<td>Commit</td>
</tr>
<tr>
<td>Research</td>
<td>Intro</td>
<td>Questions</td>
<td>Improve</td>
<td>Future</td>
</tr>
<tr>
<td></td>
<td>Observe</td>
<td></td>
<td>Reference</td>
<td></td>
</tr>
</tbody>
</table>
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)**

- Prepare and anticipate the interview questions
Phase 2: Opening

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

- Check-in
- Waiting Period
- Greetings
- Introductions
  - Handshake
  - Name
  - Brief Explanation of Purpose
  - Business Cards
Phase 2 Opening: Observations

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

- Listen and make note
### Phase 3: Exchange

<table>
<thead>
<tr>
<th>Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Requirements</td>
</tr>
<tr>
<td>Format</td>
</tr>
<tr>
<td>Questions</td>
</tr>
</tbody>
</table>
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
- **Informational**
- **Unexpected**
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?
Phase 3 Exchange:

**Format:** Behavior

- 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:** 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:

**Format:** Unexpected
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

- Speak English
- 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
Action Items

- Evaluation
- Mock Interviews
  - 30 Minutes
  - Behavior, Skills, Brain Teasers
- Reference Materials
- Build Your Network
  - Classmates
  - Faculty
  - Professionals