Interview Workshop
Interview Basics

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Tips for Successful Interviewing
What about Answering Questions?
Types of Interviews
Phone Interviews

- Phone interviews are typically pre-screening interviews. These are set to gauge your communication skills, how you present yourself, and gather more general information on you and your background.
- Usually 15-30 mins
- May have 1 or more managers speaking to you via phone.
- Do NOT take a phone interview while driving, smoking, eating, walking, etc.
- Be prepared with your resume, cover letter, notepad, etc.
- Make sure your phone is active and the connection is clear.
- Take the call somewhere quiet that will not have disruptions.
- Make sure your phone is fully charged prior to the phone interview.
- Make sure your ringtone/ring-back tone is professional (ex: do not have a ring-back tone that will offend the caller – ring-back tones in general are a bad idea for career seekers).
- Speak loud and clear, but not so loud that you are yelling. Try not to interrupt the employer, and make sure to answer questions fully just like you would in a face-to-face interview.
In-Person Interviews

• In person interviews are the most common type of job interview.
• These usually involve the candidate going to the company’s location (or other professional setting) to discuss the candidate/job.
• Typically 1-2 hours in length.
• May include some assessments or questionnaires.
• Shake hands when entering the room w/ all individuals.
• Usually have 1 or more hiring managers, supervisors present.
• Requires professional dress and presentation.
• Bring along several copies of resume, reference list, and portfolio.
• Questions include technical and soft skill-related topics.
• Be prepared with examples from past and current work, school, volunteer, etc. situation to use when answering questions.
• Bring a notepad and pen to take notes.
Group Interviews

• Group interviews come in a variety of shapes, but typically include several candidates interviewing for the same (or similar) job at once. They could also include a panel of managers interviewing one candidate.
• Typically there is a panel of managers overseeing the group interview.
• Dress professionally and bring several copies of resume and reference lists.
• Stay confident, speak loudly & clearly, and make eye contact with everyone in front of you.
• Try to show how you stand out from the other candidates, without dominating the conversation.
• Stay clear to your message, do not change your answers to fit w/ the other candidates interviewing.
• Prepare for a group interview just like a face-to-face, traditional interview.
Other types of Interviews

• There are several other types of interviews, all of which require equal preparation time.

• Videoconference Interview (Ex: Skype)

• Dress professionally, be in a quiet/private space, check your connection before the interview day.

• Dining/Lunch Interviews

• Treat this like a traditional interview.

• Use proper etiquette for a dinner table, order modestly
Be Prepared for Behavior-based Questions!

• Behavioral Interview Questions are designed for the employer to gain insight into your past performance, education, etc. to get an idea if you are right for the job.

• These questions warrant examples or “interview stories” so that the employer has a real-life example of how you operate.
Preparation

- Several days before the interview:
  - Research the company (Use websites like Glassdoor, Indeed, Wikipedia, news articles, and the company’s own website to gather information.) Focus on their strengths, values, and company culture.
  - If possible, drive to the location of the interview – find out where to park, where to enter the building, and how long traffic will take.
  - Prepare an interview outfit- and TRY IT ON. Make sure you don’t need it tailored or cleaned before your interview.
  - Print several copies of your resume and references. Create a binder portfolio of sample words, accomplishments, certificates, etc.
  - Practice your elevator speech, go over mock-interview questions, review your work history, education, and other professional experiences. Be able to speak to these using names, dates, places, etc.
  - Tip: Some studies show that light exercise/physical activity (walking, biking, running) a few times in the weeks prior to an interview can gradually
Preparation

• Day of the Interview:
• Get a good nights sleep, eat a healthy breakfast, give yourself plenty of time to get ready.
• Review your resume and say your elevator speech out loud.
• Speak positively to yourself and think confidently – you’ve got this!
• Give yourself plenty of time to get to your interview, park, etc. You should plan to be about 15 minutes early to your interview.
• *TIP: Check out Amy Cuddy’s TEDTalk on how your body language can make you more confident prior to an interview.
Questions to ASK

• It is important to ask questions during an interview. One of the worst ways to end an interview is when an employer asks you for questions, and you have no questions to ask. Come prepared w/ questions to ask!

• Remember that you are interviewing the company too, seeing if they are a good fit for you, so be sure to ask questions that help you understand the job and the work culture better.

• *Avoid questions about salary, benefits, etc.

• Example Questions to Ask:
  o “What are your goals for someone in this position? What do you expect this person to learn?”
  o “How has this position evolved over time?”
  o “What have past employees done to succeed in this role?”
  o “What do you enjoy most about working here? Could you describe your company’s work culture?”
  o “What is the top priority for the person in this position over the next three months?”
  o “How does this company foster innovation within it’s employees?”
What to do after the interview?

• Courteously thank the interviewer(s) for the opportunity to interview with the agency.
• Extend a handshake and exhibit enthusiasm about the career opportunity.
• Consider following up with a thank you note or e-mail of appreciation to the interviewer(s) to further show your interest.
Thank You – Follow Up

• Thank you letters/notes can be the perfect final touch after an interview.
• While not mandatory, in today’s tough job market they play an important role.
• Thank you notes need to be sent within 24 hours of your interview.
• Thank you letters can be hand written on a blank, professional greeting card and mailed or they can be a quick e-mail message e-mailed to the hiring manager/team.
• It is your choice, but you should consider how you have communicated w/ the hiring managers up to this point. Ex: If your communication has been all via email, it is probably best to e-mail a thank you note.
Hi
I hope this email finds you well

I want to thank you for taking the time to talk to me and give me the wonderful interview. I learned a lot about the virtual reality business and about . I especially appreciated when you answered all my questions in detail about how you brainstorm solutions for a project and what do you do during your down time with no project work.

Let me know if you need any more information from me.

I look forward to talking with you further!!

Best,
Jackie