



Interviewing & Dressing for Success

Interviewing Is As Much Of an Art As It Is a Science

An employer's decision to extend a job offer to you is based on many variables, some of which you may never know. The questions you are asked in an interview typically address these 3 areas:

- » Can you?
- » Will you?
- » Do you fit?

An interview is a conversation, not an inquisition. The interview gives you an opportunity to talk about your previous hard work, your career goals, and your aspirations to someone who is eager to listen.

Employers value all majors!

Top Skills Employers Value in College Grads

- Leadership
- Ability to work in a team
- Communication skills (written)
- Problem-solving skills
- Strong work ethic
- Analytical/quantitative skills
- Technical skills
- Communication skills (verbal)
- Initiative
- Computer Skills

National Association of Colleges and Employers, Annual Job Outlook Survey

Anatomy of a Job Interview

KNOW YOURSELF

- What are your strengths and weaknesses?
- What examples do you have of skills needed for the job?
- What are your career goals in 5 years?
- How will this position help you work toward those goals?

KNOW THE EMPLOYER

- Research the organization's website thoroughly.
- Know their market, products, and values. Review them on social media, Hoovers.com, Glassdoor.com, ect.
- Talk with employees at the company (use LinkedIn to find alumni).

AT THE INTERVIEW

- Greet the interviewer with a smile and a firm handshake.
- Maintain eye contact.
- Nod your head to indicate you are paying close attention.
- Lean slightly forward to appear attentive.
- Listen! Make sure you answer the questions asked.

PRACTICE

- Prepare examples from your experience for each skill listed in the job description.
- Set up a mock interview in the Career Center.
- Practice with friends and family.

FOLLOW-UP

- Send a thank you note to all of the interviewers within 24 hours.
- Use email or a hand written note.
- Follow up with a phone call if you do not hear from them by the expected time frame.



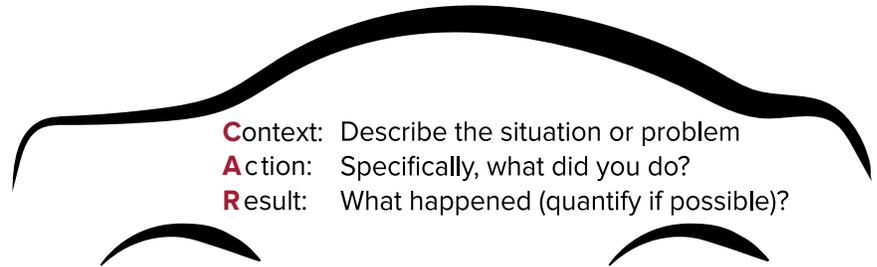
Sample Questions

- » Tell me about yourself.
- » What motivates you to put forth your greatest effort?
- » What are your short-term, long-term goals?
- » What are your greatest strengths/ weaknesses?
- » What do you think you would like in this particular job?
- » Do you think your grades are a good indication of your academic abilities?
- » Tell me about a time when you had to complete multiple projects at the same time.
- » Tell me about a situation when you were working with a team and things didn't go as planned.
- » Describe the most challenging situation you've had to deal with and the ways you dealt with it.
- » What do you consider to be your greatest personal or school related accomplishment and what steps did you take to achieve it?
- » What do you know about our company?

*For more information about case interviews, download a free copy (with a SCU email) of *Ace Your Case IV: Business Strategy Questions* listed under *Insider Guides*: <http://bit.ly/WetFeetGuides>*

Behavioral Based Questions

Past behavior predicts future behavior. These questions are common. They often begin with “tell me about a time when...” or “give me an example of...” Share a specific example, and do not speak in generalities. Use the CAR technique to construct your answers within the 90 seconds that you have for each question.



Oddball Questions

Interviewers are not necessarily looking for the correct answer. Rather, they are listening for how you think - how you analyze a problem, what information you consider, and how you draw conclusions. Thinking under pressure also tests your composure and even your humor. Consider the question, and share your thought process, walking the interviewer through how you would arrive at an answer.

- » How many different ways can you get water from a lake at the foot of a mountain up to the top of the mountain?
- » How many people are using Facebook in San Francisco at 2:30 p.m. on a Friday?
- » If I put you in a sealed room with a phone that had no dial tone, how would you fix it?

Case Questions

A case question presents a simplified business problem, inviting you to demonstrate your problem-solving abilities. Case interviews are common in the consulting and investment banking industries. After you are given information about the case, you are expected to ask the interviewer logical and sequential questions that will help you understand the situation and gather relevant information to help you arrive at a solution. Interviewers are looking for numerical and verbal reasoning skills, communication and presentation skills, and awareness of business principles.

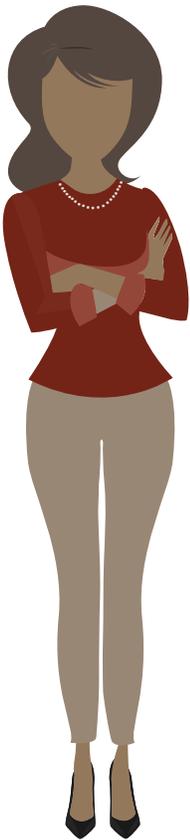
- » Your client is a \$300 million a year copper mining company. This year it has lost \$50 million. How do you turn it around?
- » Volvo claims it is the safest car in the world because fewer people die in a car made by any other manufacturer in the world. What's wrong with this conclusion?

Questions to ask the Employer

Ask questions that indicate that you do know something about the employer, such as, “I noticed in your annual report that you are planning to expand your company in the Northeast. In this position, would I be a part of that plan?”

- » What will a typical day look like in this position?
- » What is one of the first ways I would contribute to the company in this position?
- » What is the communication style of this department?
- » Will I have client contact? If so, what kind of responsibility will I have?
- » How is job performance measured?
- » What are the challenges I will face and try to solve in this position? (The more time you can focus the employer on this topic, the more time you can devote to making a match with your qualifications)
- » What is the next step in the interviewing process?

Close the interview with a reiteration of your interest. “I’ve really appreciated your time today. Thanks for giving me the chance to share my background and to learn more about your opportunity. I am enthusiastic about the job and feel I would be an asset to your organization. I look forward to hearing from you soon.”



Business Casual



Professional

Attire

General Tips:

- » Dress one or two levels above what you will be wearing daily on the job. If it’s jeans and flip-flops, go to nice business casual. If it’s business casual, move up to a suit.
- » Consider the organization’s culture. For example, youthful tech companies are much more casual than banks. Advertising agencies are much more fashion conscious than most government departments. If you will have external contacts, (clients, prospects, vendors, partners, etc.) dress to meet them, not just the employer.
- » Avoid perfume and aftershave. You don’t want to trigger your interviewer’s allergies.
- » Limit the jewelry, both men and women, unless it’s expected by the culture.



Phone Interviews

Phone interviews often serve as the first screening interview before being invited on site.

- » Keep your resume, list of accomplishments, pen and paper in front of you.
- » Write your questions out in advance.
- » Be sure you won't be interrupted.
- » If the time isn't scheduled and isn't convenient, ask if you can set another time.
- » To add energy, stand up or sit forward and smile.
- » Do not chew gum or eat.
- » Consider using a land line so as to avoid a dropped call.
- » Write down the names and titles of those who introduce themselves over the phone.
- » Clearly wrap up each answer and then pause to let the interviewer know you are finished.

Skype Interviews

Skype interviews may be used instead of the screening phone interview or for long distance interviews.

- » Practice in advance with a friend on Skype and record your practice interview.
- » Look into the camera, not the screen.
- » Remove distractions.
- » Put your hands where they can see them.
- » Consider using a direct ethernet connection - more stable than wireless.
- » Test lighting in advance to make sure you are evenly lit and make sure background is clean and professional.
- » Dress the part 100% - do not dress nicely on top and wear shorts on the bottom, thinking the employer will only see your top half.
- » Avoid talking over the interviewer - wait until he/she finishes before you respond.
- » Dark attire with a touch of color is more camera friendly than stripes.

Group Interviews With Panel of Employers

Panel interviews are efficient for the department and they allow staff to see your reaction to stress. You will be asked questions from all members.

- » Ask for business cards before you begin.
- » Write down names and titles to help you answer each question, taking into consideration each person's role.
- » When answering a question begin by making eye contact with the person who asked the question, then make eye contact with the rest of the group during the answer. End by looking at the person who asked the question.
- » Send a thank you letter to the head of the committee; when possible send a thank you note to all the interviewers.

Group Interview With Other Job Candidates

These interviews are used to determine how knowledge is used in discussion, your leadership qualities, communication with possible team mates, how you will face the public and customers, and your level of knowledge and experience.

- » Thoughtfully prepare your answers. Avoid always beginning first or always ending last.
- » Consider statements that add to the conversation and what was previously said.
- » Do not interrupt others.
- » Prepare meaningful questions as you will stand out next to those who did not prepare.