Workshop Overview

- Interviewing: An Overview
- Commonly Asked Interview Questions
- How to Prepare
- Interview Tips
- Interview Resources
- Q & A
- Interview Exercise
Interviewing: An Overview

- **Purpose**
  An interview helps an employer determine who is the best candidate for a position based on their skills, experiences, personality, and fit.

- **Stages**
  - Screening: assess if qualified & determine which candidates advance to in-person interviews
  - In-Person Interview
  - Second Interview/Final Round Interview
Interviewing: An Overview

Screening Interview

Phone Interview Tips:
- Take care of logistics (location, roommates, phone, etc.)
- Organize your notes
- Be confident and friendly; try to build a rapport
- If more than one interviewer, make sure you’re clear who is speaking (write down names to thank later)
- Ask, “Did I answer that fully?”
- Don’t dominate
- Take extra care to be polite
Interviewing: An Overview

- **Who is interviewing you?** Individual vs. Group
- **Interview Styles**
  - **Directive:** series of specific questions (*we will focus on this*)
  - **Stress:** see how you operate under stress
  - **Behavioral:** assess your competency in a particular area
  - **Case Study:** problem-solving (business consulting firms)
  - **Academic:** longer (incl. academic talk) more involved interview for faculty positions.
Commonly Asked Interview Questions

- Why do you want to work for us? What do you know about us?
- What are your greatest strengths for this position?
- What might be some challenges & how to address?
- How does this position fit in with your short and longer term career goals?
- Describe a past conflict with a boss or coworker and describe how the situation was resolved.
- Describe a situation where you had to motivate others.
How to Prepare for an Interview

- Do your homework on employer & the position
- Understand key skills/ experiences needed for job and be sure to give examples
- Know who will be interviewing you
- Ask for specifics on interview format
- Write out lists of questions you may be asked & develop answers that include examples of your accomplishments/successes in these areas
- Practice saying your answers out loud many times
- Schedule a mock interview at SNRE
Interview Tips

- Dress professionally
- Arrive early
- Write down names of everyone you meet
- Be friendly and confident (shake hands, smile and make eye contact)
- Avoid nervous habits (saying “um”, wringing hands, clicking pen, etc.)
- Treat everyone with respect and be inclusive of all
- If there is time for small talk, use it to ask engaging questions and to build rapport
Interview Tips

- If you are not sure you understood a question, ask them if they could please repeat it.
- If you are not sure you answered a question completely, ask “Did I answer your question fully?”
- Come prepared with a list of questions you have for employers.
- Do not ask about salary or benefits in the interview unless you are being offered the job.
- Have a nice closing statement that summarizes why you are the best candidate for the job.
- Thank them for their time.
Interview Resources

SNRE Mock Interviews
- Contact Lisa (yeeha@umich.edu) or Kim (kleclair@umich.edu) to set up a mock interview.
- Send job description and resume in advance. Need several days lead time.

SNRE Online Interview Resources
http://www.snre.umich.edu/career_services/resources#interviewing
- Optimal Interview: tool to tape your practice interviews at home with webcam
- Video of employer interviewing student with feedback
- Lots of interviewing tips and other resources

Case Study Interviewing
- Visit eRecruiter: Click “View Document Library” under Quick Links and click on Consulting Career files
Question and Answer

What questions do you have about interviewing?
Interview Exercise

- Find a partner.
- Spend 5 minutes selecting 1-2 of the Commonly Asked Interview Questions and writing down your answers.
- Spend 5 minutes (each) and have your partner ask the question(s) you selected and have your partner give you feedback on what worked well and suggestions for improvements. Switch.