THE JOB INTERVIEW
Part I - Preparation

Presented by
T. Lahdhiri, PhD, PE, PMP, SM-IEEE

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Part I Overview

- Interview types
- Preparation
Interview Types

• Phone Screen
• Structured vs. unstructured
• Job skills vs. personality traits
• Formal Interview formats
  – One-on-One interview
  – Group interview
  – Technical seminar
Interview Preparation

• Sharpen your technical skills
• Understand the industry; major players
• Understand the job description (network)
• Understand their current pain points
• Research your future team (network)
• Review common interview questions
• Prepare a list of your own questions
Interview Preparation

- Interviews “by instance”
- Self assessment
- Preparation of “instances”
- One-Minute Professional Autobiography
- Company & Salary Research
- Identify any contacts into the organization
Self Assessment

• What can you do?
• What do you like to do?
• What are your core values?
• What type of person are you?
• In what kind of work environment are you at your best?
Preparation

• **Gather Important Experiences**

• **Convert Experiences into Stories**
  – A situation with a problem, and the potential for conflict of some type
  – The actions taken by the main character (you) to solve the problem
  – The resolution
  – Append a moral, or a “lesson learned”
Behavioral Questions

• Requests for behavioral (negative/stress) information

• Some negative questions are not legitimate
  – If the interviewer advances some strange theory, and then asks for your opinion
  – If the interviewer poses a difficult hypothetical question
  – Illegal questions
Behavioral Examples

• **Tell me about...**
  – The time you had to fire someone.
  – Situations you had to work for a woman.
  – Two interpersonal relationship problems you have had on the job. Instances when you have worked with minority groups.
  – You weren't getting along with a co-worker.
  – Being laid off.

Examples courtesy Tom Sale
Behavioral Examples (2)

• How...
  – Have your past job experiences prepared you, directly or indirectly, for this job?
  – Would you describe your previous supervisor?
  – Would you evaluate your present company?
  – Do you feel you learn best?
Behavioral Examples (3)

- What ...
  - Interests you most about the position we have?
  - Methods do you use to make decisions?
  - Methods have you found to be successful in setting job objectives? Is your interpretation of success?
  - Kinds of challenges bring out your potential?
  - Other companies/jobs are you considering?
  - Qualification do you have that make you feel that you will be successful'?
  - Jobs have you held? How were they obtained and why did you leave?
Behavioral Questions - Coping

- Restate the question in your own words, and ask if your interpretation is correct
- Tactfully disagree OR admit to the flaw
- Highlight a compensating strength
- Show how you learned from the experience
- Try to show the good side of weakness
- Distinguish between personality trait and behavior
- Back it up with an instance, if you can
Illegal Questions

• Answer the question?
• Don’t answer the questions?
• Get a lawyer?
Salary Comparisons

- What are you worth?
- How much do you need?
- IEEE-USA Salary Calculator
  
  http://www.ieeeusa.org/careers/salarycalculator
Sources

• “Get Hired!” by Paul Green - Bard Books, Inc.
• “What Color is Your Parachute?” by Richard Bolles - Ten Speed Press
• “Winning Through Intimidation” by Robert Ringer - Fawcett Books
• Region 3 Employment Assistance Web Page
THE JOB INTERVIEW

Part II – The Interview
Part II Overview

• The interview
• What really matters
• Appearance
• Behavior, good and bad

• Topics to avoid
• Questions to ask
• Salary negotiations
• Afterwards
The Interview

• You are already Qualified for the job
• Question to answer – how do/will you fit?
• Five Steps Of A Success Sale
  – Build rapport
  – Ask questions to uncover needs
  – Describe benefits, strengths, abilities
  – Overcome objections, ask questions to uncover them; restate strengths, satisfy needs
  – Close - where do we go from here!
Impact of Your Presence

• Never distract the interviewer

• Impact of one’s presence:
  – 55% body language
  – 38% voice tone
  – 7% word content

• Listen – they talk 70%; you talk 30%
Appearance

- Dress to blend
- Good grooming is important
- Don’t be late
Behavior

• Lean forward to show interest
• Keep your hands away from face and head
• Do not fold your arms across your chest
• Make eye contact, but don’t stare
• Try to smile occasionally
• Try to sound enthusiastic
• Have self-confidence
Behavior

• Do not over-talk
• Do not display arrogance
• Do not use profanity or risqué humor
• Restrained any distracting physical habits
• Do not complain about peripheral items
• Do not make negative references to others
Topics to Avoid

- Sex
- Race and ethnicity
- Religion
- Money
- Lunch
- Who you know in the organization
- Don’t compliment their appearance
Interview Focus Factors

- **Experience**: How does your experience or education relate to the position?
- **Capability & Skills**: What value you can add and can you prove it.
- **Motivation**: Do you show signs of initiative, persistence, self-discipline and/or ambition?
- **Personal**: The interviewer is visualizing your appearance and personality as well as poise, confidence, maturity, and enthusiasm.
Top “Cliche” Questions

• Tell me about yourself
• Why are you seeking Employment?
• What do you feel are your Strengths?
• What are some of your Weaknesses?
• What did you like about your last Position?
• What did you Least Enjoy?
• Why would you like to join our firm? (or Why should we hire you?)

List courtesy Tom Sale
Top “Cliche” Questions (2)

• What do you know about our Organization?
• What are your Salary Requirements? / What was your Previous Salary?
  – In all cases you should assure the interviewer that when it comes time to discuss compensation you will be flexible and you expect the company to be fair.
• Where would you like to be in 5 years?
• How quickly can you make a contribution to the Firm?
• Is there anything else I should know about you?
Question Types to Ask

• Taking charge questions or “Tie-on” Questions
• Feedback questions - test the interviewer's reaction to you, your stories, or your success in overcoming an objection
• Protective questions - designed to keep you from pursuing or accepting a position with a company where you might be unhappy or unsuccessful

List courtesy Tom Sale
Questions You Should Ask

• Your questions should, if possible, allow your respondent to display their knowledge.
• Ask questions about the industry or business.
• Avoid questions that are too personal or to which you have no right to expect an answer.
• Any questions should have the potential of leading to something of interest to you.
• Always be prepared with a potential follow-up question, such as “Why is that?”
Questions You Should Ask (2)

• What is it like to work for the group manager?
• What is the corporate culture? The group culture?
• The training and continuous education policy
• The group structure & prospects for advancement
• Turnover rate
• Why did the previous person leave?
• Detailed job description
Salary Negotiations

- Employers want to know if your salary expectation fits inside their Salary Range
- Do not mention salary prematurely
- Know beforehand what you are worth and how much you need
- Do not be the first one to mention a number
- Salary is not everything
The Last Few Minutes

• Verify the next step.
• Say “Thank you”, and smile
• Leave
Follow Up!

- Send Thank-You letter within 24 - 48 hours
- Debrief yourself
Twenty Tips to Nail an Interview

Based on "hidden camera" interview experiment
http://www.howtonailaninterview.com/

1. 10 seconds to sell or say so long – tailor to job description
2. Be on time
3. Cell phone off
4. Know the company, and why you want to work there
5. Bring resumes – shows you’re prepared and serious about the job
6. Bring a notepad; take notes
7. Dress in a clean conservative manner; ditch the cologne/perfume
8. Social network profiles private; interviewers use the net to check
9. Don’t make jokes
10. Don’t babble on
Twenty Tips cont’d

11. Don’t badmouth a prior boss
12. Don’t flirt with the interviewer
13. Don’t play with face/hair – look like lack confidence or lying
14. Less is more – sometimes details are best left unsaid
15. Have good eye contact – makes you appear interested in job
16. Have goals – if you can’t state any you appear un-ambitious
17. Have accomplishments (shows how you will add value)
18. Have passion – express why you want to work in that field/industry and what you to further your knowledge
19. Ask questions – reinforces your interest in the job
20. Send a [hand written] thank you note – doesn’t need to be long but be sincere.
Sources

• “Get Hired”, by Paul Green, Bard Books, Inc.