Workshop - How to Prepare for Interview

Chinese-American Engineers and Scientists Association of Southern California (CESASC) will host a workshop at Caltech on March 28, 2015. The purpose of the workshop is to help students prepare for interviews in the future.

**Date:** Saturday, March 28, 2015

**Time:** 10:00 a.m. to 12:00 p.m.

**Location:** Caltech, South Mudd Building, Salvatori Room.

**Ticket:** Free. Please register on Eventbrite: <https://www.eventbrite.com/e/workshop-how-to-prepare-for-interview-tickets-16221076677>

**Topic:**

1. How to prepare for the interview, how to write a resume and cover letter, and learn what is the key point of the interview.

2. How to introduce yourself in 30 seconds, 1minute, and 3 minutes in different occasions during the interviews

3. Mock Interview

4. Network

**Speakers:**

Charlene Ung is the Manager of the Electronic, Instrumentation, Packaging and Fabrication Section at Jet Propulsion Laboratory (JPL) in Pasadena.

Charlene has over 23 years of experience leading teams that have designed, built and tested key electronic components of aerospace satellites. Besides JPL, Charlene has also worked at Boeing Satellite Systems, Hughes Space & Communications, and Rockwell International.

Ligia Molina owned and managed her own flower business for 15 years. She conducted job interviews with candidates for various employment positions. She worked at Huntington Hospital in Pasadena in the Radiology Department for 15 years as a Clinical Instructor for the Pasadena City College Radiology Technology Program. She conducted job interviews for the highly technical positions in the Radiology Department. Once the qualifications were met, Ligia interviewed the candidates for “soft skill” qualifications. “Mock situations” were used to observe candidates responses to leadership and communication skill, vocabulary, English as a second language, written skills, attitude, loyalty, long and short-term goals and ethics. Also to be discussed is the ability to understand and interact with the various personalities and to be aware of cultural diversity in the work place.