

Interviewing/Mock Interviews and Career Fairs

ENCP 6000

Career Management for Engineers

NORTHEASTERN
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Learning Objectives

1. Discuss and explore the various ways to network
2. Be prepared for a Career Fair
3. Identify the different types of interviews and articulate their purposes and differences.
4. Prepare for and carry out an interview in accordance with professional standards.



Looking for a job

<https://youtu.be/j5RoFaz5ayQ>



Which of the following are generally true about an interview?

- A. The most qualified person gets the job.
- B. If you're invited to an interview, the job is still open.
- ✓ C. When they ask where you want to be in five years, they want you to demonstrate ambition.
- ✓ D. You should keep your answers short.
- E. It's a trick question...none are true.



Which of the following are generally true about an interview?

- A. The interviewer is always prepared.
- B. The interviewer always asks good questions.
- C. They want you to accept their offer of refreshment.
- D. The interviewer wants additional materials like references.
- E. There's a right answer to an interviewer's question.
- ✓ F. It's a trick question...none are true.

Overview



Purpose of an interview



What employers expect



Proper dress / attire



Parts of an interview

Preparation

The introduction

Questions asked

The closing



Purpose of an Interview

- To highlight your **skills, strengths,** and **abilities** and learn more about the position and organization.
- To determine if you are the **right person** for a particular job **AND** if the job is the **right fit** for you!
- The employer wants to know, "**Why should I hire YOU?**"
- You must know your **selling points** and be ready to communicate their **value** in relation to the position you are seeking.

Knowing what to expect and how to conduct yourself in an interview greatly enhances your chances of getting a job offer.

What Employers Expect!



You've researched the company and position

Appropriate interview attire/dress

You will provide extra resumes

You will ask thoughtful questions

Self-promotion

Punctuality

Thank you note within 24 hours of interview

Attire

Keys to Looking Your Best

Always dress one step higher than the company requirements

- Business Professional - suit/tie
- Business Casual - no jeans, collared shirt, jacket and tie optional
- Smart Attire – khakis or nice jeans, neat top
- No open toed shoes
- Personal hygiene is a must
- Ensure your phone is on silent



Parts of an Interview

Preparation

The Introduction

Questions & Answers (Q&A)

The Closing



Parts of an Interview

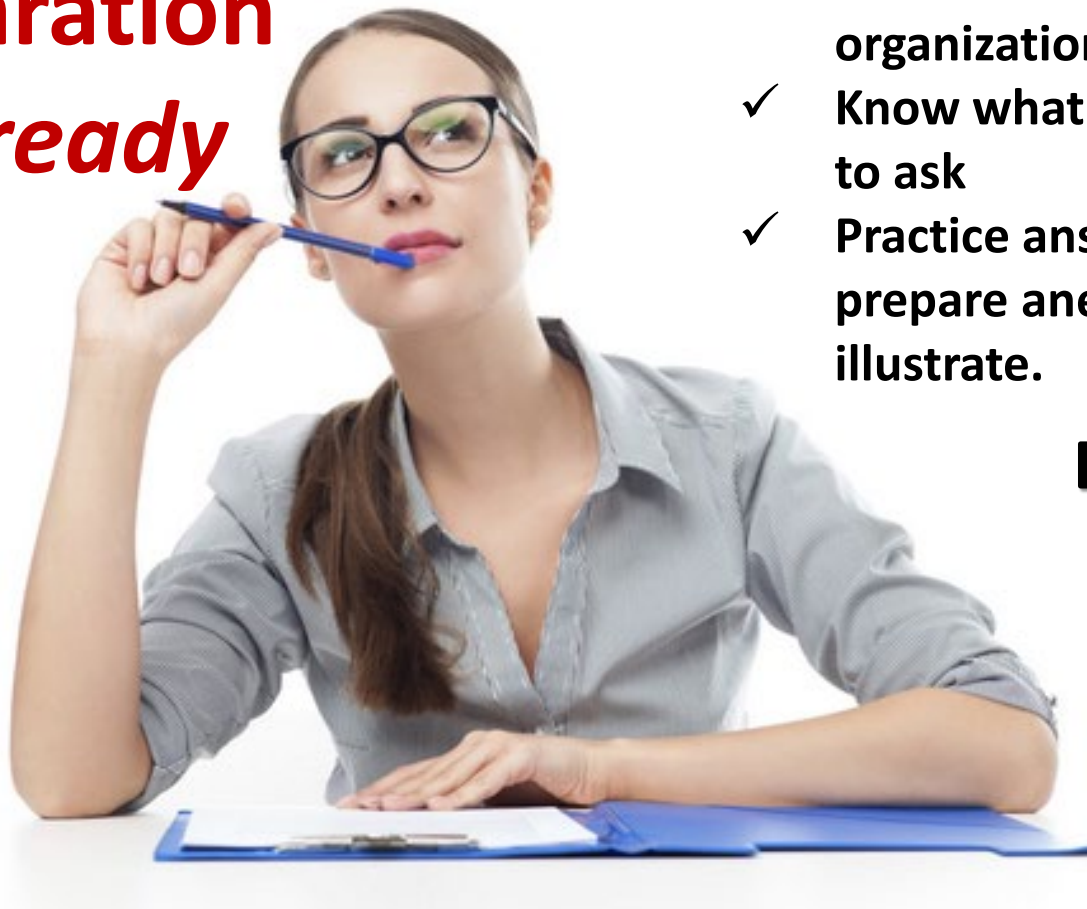
Part 1: Preparation *get ready*

- ✓ Know yourself
- ✓ Know the career field and organization
- ✓ Know what questions you are going to ask
- ✓ Practice answers to questions; prepare anecdotes or examples to illustrate.

**Big Interview
& Career
Services**



DrPrem.com



Parts of an Interview

Know Yourself

- Be ready to discuss interests, strengths and achievements and how they relate to your career interests.
 - Academic course work and projects
 - Why you came to graduate school
 - Experience and Skills
 - Match to the Position / Organization
 - Anything on Your Resume!



Parts of an Interview

Start with Your Strengths

Practice answering these!

- What are your 3 greatest strengths?
- What sets you apart from the competition?
- How would you describe yourself?
- How would others describe you?
- Why should the employer hire YOU?

Examples: creative, detail oriented, punctual, communication, analytical, leader, team player, flexible, perform under stress, collaborative, dependable, etc.

Be concise!

Parts of an Interview

Know the Organization

Organizational Research

- Basic industry information and products or services
- Why this employer interests you/how you can contribute
- Review employer website, be aware of current events
- Google, CNBC, GlassDoor, and LinkedIn to research interviewers and companies
- [Company Research 101](#)
- [Job Search \(Research\) Mistakes To Avoid](#)



Parts of an Interview

SKILL	Where Acquired	Illustration/ Anecdote	How it Might Apply

**Interview
Preparation
Worksheet**

Parts of an Interview

PART 2: The Introduction

The Introduction:

Employers typically form a lasting impression within the first few minutes. Begin the interview with:

- a firm handshake and good eye contact
- a warm smile and confident introduction
- a sense of enthusiasm and confidence!
- Sports and weather



Parts of an Interview

How to Shake Hands



Parts of an Interview

Interview Formats

- **Phone Screen or Video 1:1**

- Handle like an in-person interview
- Set a prearranged time.
- Don't do "on the fly" interviews ("I am on the subway", "I am not in a private space" are good responses)
- Traditionally 30 minutes to get acquainted
 - Some technical but mostly about your background and fit
 - Could be conducted by a recruiter

- **Sequential, Group**

- Traditional 30-45 minutes per person or team
- Involve "first impression" opportunities
- Both behavioral and technical interviews
- Hiring managers, team member, and/or recruiter

- **Simulations**

- Ask you to solve a problem, exercise or take a test
- Mostly interested in your thought process



Parts of an Interview

What are your strengths/weaknesses?

What do you know about the company?

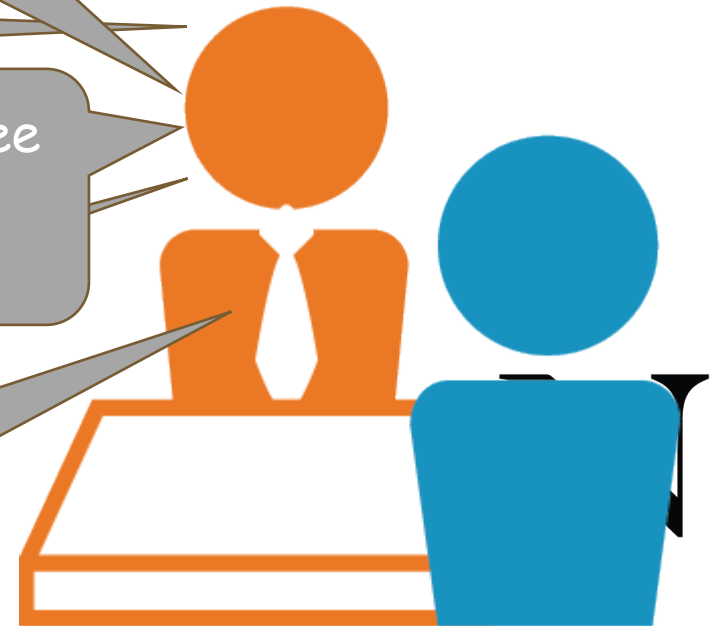
Why are you interested in this position/organization?

What are some of your accomplishments?

Where do you see yourself in 5 years?

What do you do at work if you have free time?

List 3 things a co-worker might say about you?



Parts of an Interview

Behavioral Interview Sample Prompts

Tell me about a time....

- When you faced a challenging deadline.
- When you disagreed with your manager.
- When you had to use strong organization skills.
- Had to use conflict management skills.
- When you made a mistake.

Tell me about...

- The best/worst team project that you worked on.
- Your best leadership role.
- A collaborative experience.



Answer using B.A.R. Stories

- **Background**

- Give the background of the situation or task to the interviewer
- Situation, Obstacles

- **Action**

- What action did you take to complete the task/overcome the situation or challenge?

- **Result**

- What was the outcome? Quantify when possible!

Practice!!! Practice!! Practice!



Or S.T.A.R. Stories

- **Situation**

- Give the background of the situation or task to the interviewer

- **Task**

- Your goal

- **Action**

- What action did you take to complete the task/overcome the situation or challenge?

- **Result**

- What was the outcome? Quantify when possible!

Practice!!! Practice!! Practice!



Parts of an Interview Exercise

Write a behaviorally based question that is based on *your* resume.

- Write down your answer to the question using the BAR or STAR method.
- Your answer should contain the background, the action you took and the result.

Set aside time to practice your responses so you're prepared for an interview!



Parts of an Interview

Behavioral Interview Tips

- Be concise when you answer.
- Use stories that are recent, relevant and distinguishable.
- Make sure the story is appropriate to the interview environment. Look at the job description for relevant competency skills!
- Challenging to predict what you will be asked: prepare by reflecting and writing about some key “situations” or “scenarios” that you have experienced in your career.
- You can modify the emphasis in the story, depending on the question.



Parts of an Interview

Body Language

- Sit up and lean slightly forward.
- Maintain eye contact and smile appropriately.
- Look interested.
- Avoid fidgeting or nervous laughter.
- Avoid excessive hand gestures.
- Control your voice - use inflection but speak calmly.



Parts of an Interview

Part 4: The Closing

Prepare Questions to Ask at your Interviewer

- Asking questions demonstrates your interest, knowledge, fit and enthusiasm
- Think about the aspects of the job and organization you want to know more about
- Ask questions that reflect your knowledge of the position, field and employer
- Keep questions positive
- Always speak up and speak slowly



Parts of an Interview

Ask Questions:

- Is there anything more I can tell you about my skills and experience?
- Can you tell me what kind of training a new employee can expect?
- I'm especially interested in_____! Would that be something I would have a chance to do or learn?
- May I have your business card?

The Goodbye:

- Summarize your interests, strengths, skills, why you want the position, and how you can contribute to the position/organization
- Inquire about the next step and the anticipated timeframe for a decision.



Parts of an Interview

Write a thank you note...

- After the interview, send a thank-you note within 24 hours by e-mail
- If multiple people interviewed you, be sure to send each person an individual thank you note
- To really stand out, reference something that you talked about with each person in each individual note
- Samples can be found here: <https://careers.northeastern.edu/app/uploads/Interview-Thank-You-Samples.pdf>



Final Notes

- NEU Free Resources
- Following-up
 - In the interview, listen to the employer to see if they provide information on their timeline or next steps
 - If they don't mention, ask
 - IF they don't know, give them a week before reaching out about your interest in the role and desire to move forward with the company



Career Fair Overview

- What Employers Expect
- How to Prepare/Research
- The Conversation
- How to Follow Up



What Employers Expect

- Companies want to share information with students about their organization in a centralized format
- Showcase roles and opportunities and provide more detailed information beyond their website
- See who makes an impression!
- Everything You Do Makes an Impact—Positive or Less Favorable.



How to Prepare: Research Employers

- Know What the Employer Does
 - Primary Products and/or Services
- Basic Industry Information including Competitors
- Know Why the Organization and Department Interests You



Resources: Research Employers

- Company Website
- Google News
- Glassdoor
- LinkedIn
- Social Media



Speaking with Recruiters

1. Introduce yourself – use your positioning statement to start
2. The Conversation – what happens after you introduce yourself
3. Follow up – Help a recruiter remember you!



Practice Your Positioning Statements!!

- Remember to practice your statement with your peers – and be sure to speak in a clear and moderate pace.
- It should not be longer than **60 seconds**



The Conversation

- Ask companies and organizations which skills and key words you should be using
- Ask the companies you talk to for guidance on how to best be proactive so that it culminates in an interview.
- Get a sense of their timeline for the process.
- Ask if your background looks like it might be a fit for the position.
- Ask about other positions in the pipeline if they know that info
- What you could do now to stand out more if you're not yet a senior and applying for a specific position.



How to Handle Your International Student Status

- Know your visa!
- Northeastern sponsors you for internships and co-ops via CPT
 - It relates to your area of study
- OPT (full-time) is different
 - STEM extension gives you 36 months of employment (no sponsorship)



What if They Ask

**Are you authorized to
work in the US?**



**Yes! I can be authorized
to work in the US
during co-op as part of
my F-1 Student VISA.**



What if They Ask

Do you have authorization to work **indefinitely** for any employer in the U.S.?



NO, but I have 12 months of work authorization after graduation and can get an additional 24 months (36 months total) if you are an E-Verify company as part of my F-1 VISA



What if They Ask

Will you, now, or at any time in the future, need sponsorship from the employer for a work permit, visa or visa petition?



YES, however, I can work on co-op and will have 12 months of work authorization after graduation and can get an additional 24 months (36 months total) if you are an E-Verify company as part of my F-1 Student VISA without sponsorship



Follow Up & Follow Through!

After the Fair:

- Within 24 hours, **write a thank you note (email)**
 - Did you follow through on employers' suggestions?
 - This is an opportunity to add, enrich, reinforce your interest and qualifications!



Tips

- Get information about next steps and how they suggest you follow-up
- We understand this is a new experience; be prepared for the pace- transactional and fast!
- Remember to show them your research in your intro





Questions?

Mock Interviews
