

## Previous Lectures

- Conference Paper and Presentation
- Thesis writing and Thesis Defense
- Giving a Presentation
- Journal Paper Writing
- General Rules/Tips on Technical Writing and Communication

## Today's Lecture

- Resume/ Curriculum Vita (CV)
- Interview
- Preparing for an Interview
- Tips for a Good Interview

# Resume or CV

- **Resume**

- Short (One Page in most cases)
- Companies

- **CV**

- Long
- Universities and Research Labs

# Resume

- Name
- Address & Email
- Educational Qualifications
- Work Experiences
- Achievements – Patents, Publications, Projects Completed
- Awards
- **EVERYTHING IMPORTANT ABOUT YOU** – Pick the most Important or Most recent
- Do not make the font too small

## Curriculum Vita

- Everything Important about You in Detail
- Name, Address, Email, Work Experience, Educational Qualifications, Society Memberships, Awards, Invited talks, Sponsored Projects, Consultancy Projects, Patents, Books written, Journal Papers, International Conference Papers, National Conference Papers, Book Reviews, Magazine and Newspaper articles, Technical Reports, Courses taught, Professional Services (Committees Served, Editorship, Review work, Volunteer Work ...), PhD Theses Guided, MTech Theses Guided, BTech Projects Supervised, Research Interests, Teaching Interests, Administrative Achievements, Keywords, Personal data, Hobbies, A recent photo (?)

## Interview

- To meet you
- To find out more about you
- To test you

"The goal of an interview is to get you a job offer or at least another interview. If you handle the interview well you will show the employer that, in addition to your outstanding technical qualifications and background, you are a good communicator, an organized, prepared, and logical thinker, and someone who would add value to the organization."  
- Peter Fiske, *Put Your Science to Work*

## Types of Interview

- One-on-One
- Panel
- Group
- Meal
- Phone or Video
- On Site

## Preparing for an Interview

- Consider Logistics – time, place, reaching the place, food, water, ...
- Company – their work, product, ...
- Interview format – Presentation, Group Discuss, ...
- Your Questions for the Interview Board
- Your Dress
- Brush up your basics or fundamentals

## Self-Evaluation before Interview

- How your present and past experiences relate to the position
- Your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Location, salary, and lifestyle priorities
- Kinds of people and environments you prefer
- Past experiences you want to highlight such as volunteer work, hobbies, travel

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## Develop Your Own Questions

- What does the job entail?
- What are the opportunities for advancement?
- What about your professional development?
- What are the future goals for the organization?
- What are the roles of different team members?
- What is the culture like in the organization?

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## Research about the Organization

- Find out:
  - The vital facts of the organization
  - The corporate culture
  - Work atmosphere
  - Mission of the organization
- Other research:
  - Competitors
  - Salary

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## The Day of the Interview

- (Sleep properly the night before)
- Dress neatly and decently
- Arrive early (1 hour)
- Arrive with a Positive Attitude
- Do not show your nervousness
- Bring your Certificates, Diplomas, ...
- Bring copies of your (updated) resume
- Be prepared to Wait (mostly in India)

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# The Interview

- Your Entry
  - Enter with a smile
  - Greeting
  - Do not sit unless told
  - Turn off your cell-phone
- **Interactions**
- Your Exit
  - Collect your materials
  - Thanking the board
  - Go out with a smile

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# The Interview

- Promote yourself and your strengths
- Answer questions as best you can
- Find out more
- Be mindful of nonverbal communication
- Prepare for following-up

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