



# Interviewing



# Professionalism

## Agenda

- Types of Interviews
- Interviewing
- Job Offers

# Principles of Interviewing

- An interview is an opportunity for **BOTH** parties to determine if there is a match
- An **active process**

# Types of Interviews



Screener



1st Interview



2nd Interview



Behavioral



Informative

# Types of Interviews



## Screener

- Your resume, a phone call, or meeting a company representative at a job fair is often your **first contact**
- Some companies hire out recruiters to conduct “screener” interviews
- Duration is short
- Interviewers might come off as rude

# Types of Interviews



If your voicemail greeting is currently a bit sophomoric, revise it to something more professional

## Screener

- Be prepared for phone interviews and the lack of visual nonverbal cues
- Don't read too much into a short or curt point of contact

# Types of Interviews



## 1st Interview

- Your first sit down interview may or may not be with a company hiring manager
- Sometimes conducted on-campus at the Career Center
- Critical to make a good impression
- Listen and engage the interviewer

# Types of Interviews



## 2nd Interview

- **Congratulations** you made the cut
- Definitely conducted by company personnel, often your boss if hired
- Multiple interviews possibles with other engineers on the team
- On-Site
- May involve testing or case study problems

# Types of Interviews



## Behavioral

- Typically only for high-security required positions
- Conducted by a psychologist
- Two-parts
  - Learning your push button issues
  - Then pushing them

# Types of Interviews



## Informative

- Learn about an industry/position from an insider
- Not a job application, don't ask for a job
- Opportunity to ask someone working in a field you want to do
- Networking for the future
- Have resume if requested, don't ask to give it

# **Super Engineer QUEST**

## **Quest Informer**

- ④ In this quest, you will conduct an informational interview with a person in a engineering speciality or firm you might want to apply for an internship or full time employment.
- ④ If you are looking into graduate school, you could complete this quest with a current or recent graduate of a program you are thinking about applying.

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**"My short-term goal is to bluff my way through  
this job interview. My long-term goal is to invent  
a time machine so I can come back and  
change everything I've said so far."**

# Know Thy Self



- What are you looking for in a position?
- What do you bring to an employer?
- **Say-It, Prove-It**



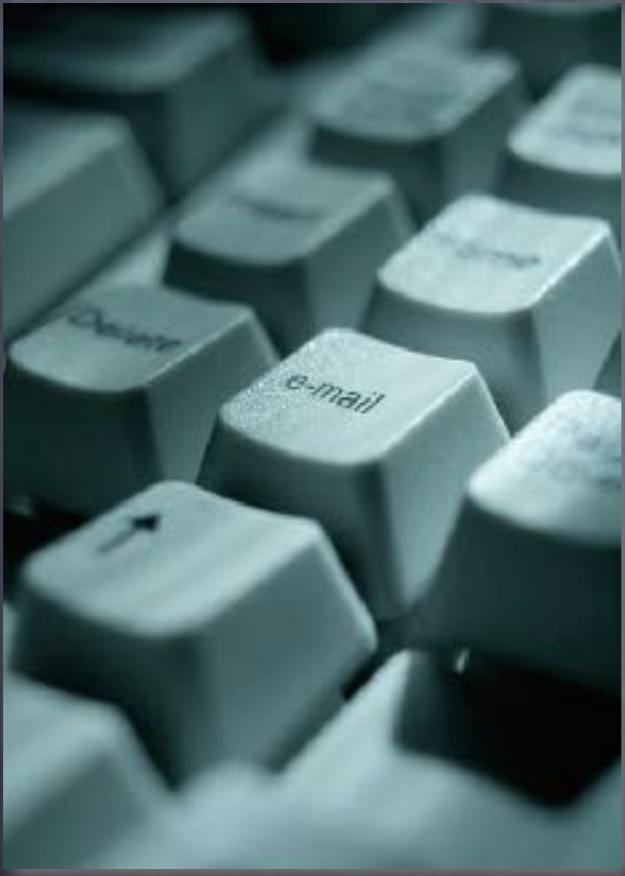
**Clean up  
your  
social  
media  
presence**

# Research

Pre-Interview

Interview

Post-Interview



- Investigate the company, industry and position
- Speak with employees in the same industry or at the company you're applying
- Take advantage of the internet

# **Super Engineer QUEST**

## **Quest Top 5**

- ⑥ In this quest, you will actively research the top 5 organizations you may want to apply for employment or internships or graduate school. These private and public organizations may or may not have current job openings.
- ⑥ The purpose of this quest is to research organizations, not job listings. Not all jobs are posted, so in this quest, you will focus on the determining what you are looking for in an organization and what organizations fit those criteria.



# Research

Pre-Interview

Interview

Post-Interview

- Understand the position and its requirements
- If you got the interview thru a friend, ask them about who might be interviewing you and what you should know
- Lack of preparation is a guarantee to not get a second interview or the position

Probably not the best time



to figure out the answer

# Prepare for common questions

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Pre-Interview

Interview

Post-Interview

- ⦿ Experience in the industry
- ⦿ Technical skills
- ⦿ Communication skills
- ⦿ Problem-solving ability
- ⦿ Education
- ⦿ Strengths & weaknesses
- ⦿ Knowledge of the company
- ⦿ Details of position

# Prepare for common questions



Pre-Interview

Interview

Post-Interview

- ⦿ Know your answers
- ⦿ Practice your answers
- ⦿ Be ready to respond when prompted without **hesitation** and with **confidence**
- ⦿ **BUT** don't sound rehearsed

# Tough Questions

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Pre-Interview

Interview

Post-Interview

the Pledge

# the Pledge

I will never speak  
poorly of a former  
boss or co-worker in  
an interview

# Tough Questions

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Pre-Interview

Interview

Post-Interview

**Always be prepared to answer the following questions:**

- Tell me about yourself.
- Why are you interested in this position?
- What did you like most and least about your last (or current) job?
- What are your strengths?

I SEE YOU DID  
WELL IN SCHOOL, BUT  
WHAT REAL-WORLD SKILLS  
DO YOU HAVE?



HUMAN RESOURCES

TESTS.  
I CAN TAKE  
TESTS.

# Weaknesses



- Speak confidently in acknowledging weakness
- Respond briefly with facts
- Define a positive to redirect to every weakness
- Now is **not the time** to reflect on what your weakness might be

# Weaknesses



# Final Preparations

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## Pre-Interview

## Interview

## Post-Interview

- ⦿ Know the location and arrive 10 minutes early
- ⦿ Dress appropriately
- ⦿ Bring extra copies of your resume
- ⦿ Get a good night's rest



# Super Engineer **QUEST**

## Quest Dress 4 Success

- ⑥ In this quest, your task is to prepare for job interviews and how you will dress for success. You are encouraged to seek outside assistance in this quest from your friends and fashion experts.
- ⑥ To complete this quest, you will need to assemble not one but three different outfits for interviews. Why three? You can't wear the same outfit to a second interview or you might be interviewing consecutive days thus unable to do laundry.

# Attire & Grooming

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Pre-Interview

Interview

Post-Interview

- ⦿ Meet expectations
- ⦿ Professional, but job appropriate
- ⦿ Proper attire can not fix poor grooming habits (hair, breath, body odor)
- ⦿ Likewise, too much cologne or make-up can also violate expectations

**First  
Impressions**  
last  
so  
make  
a  
good  
one



# Successful Interviewing



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Pre-Interview

Interview

Post-Interview

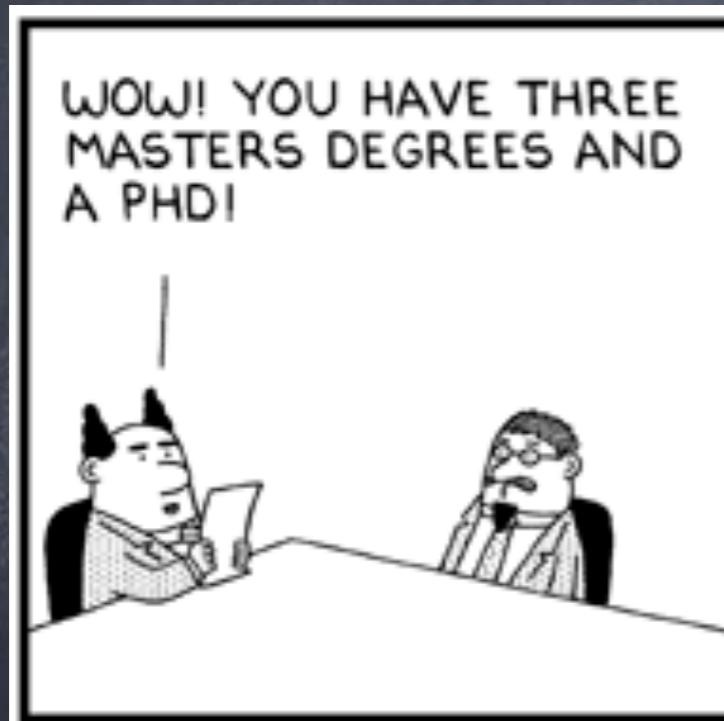
- Listen to the questions
- Ask questions
- Tell how you can meet their needs
- Check for concerns at the end

# Successful Interviewing

Pre-Interview

Interview

Post-Interview



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# Refine Your Elevator Pitch



# Super Engineer **QUEST**

## Quest Elevator Pitch



Practice before the career fair



Get feedback before it counts!

# Listening

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Pre-Interview

Interview

Post-Interview

- Listen to the questions
- Hear out the question before you react
- Ask clarification if you aren't sure you understand the question
- Answer directly and succinctly

# Illegal Questions

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## Pre-Interview

- What arrangements are you able to make for child care while you work?
- How old are your children?
- When did you graduate from high school?
- What does your spouse do for a living?
- Where did you live while you were growing up?
- Will you need personal time off for particular religious holidays?

## Interview

- Are you comfortable working for a female boss?
- There is a large disparity between your age and that of the position's coworkers. Is this a problem for you?
- How long do you plan to work until you retire?
- Have you experienced any serious illnesses in the past year?

## Post-Interview



“ Nature gave us one tongue and two ears so we could hear twice as much as we speak.

*Epictetus*

# Wrap Up

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Pre-Interview

Interview

Post-Interview

- Ask your own questions at the end
  - Find out when they expect to make a decision
  - Show interest by asking about benefits of working for them
  - Assuming the salary hasn't been published, it's okay to ask the salary "range"

# Winning Moves

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Pre-Interview

Interview

Post-Interview

- Express yourself in a clear and concise manner
- Sound positive and confident
- Communicate your skills and accomplishments
- Learn about the job, company, and people

# Losing Moves

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Pre-Interview

Interview

Post-Interview

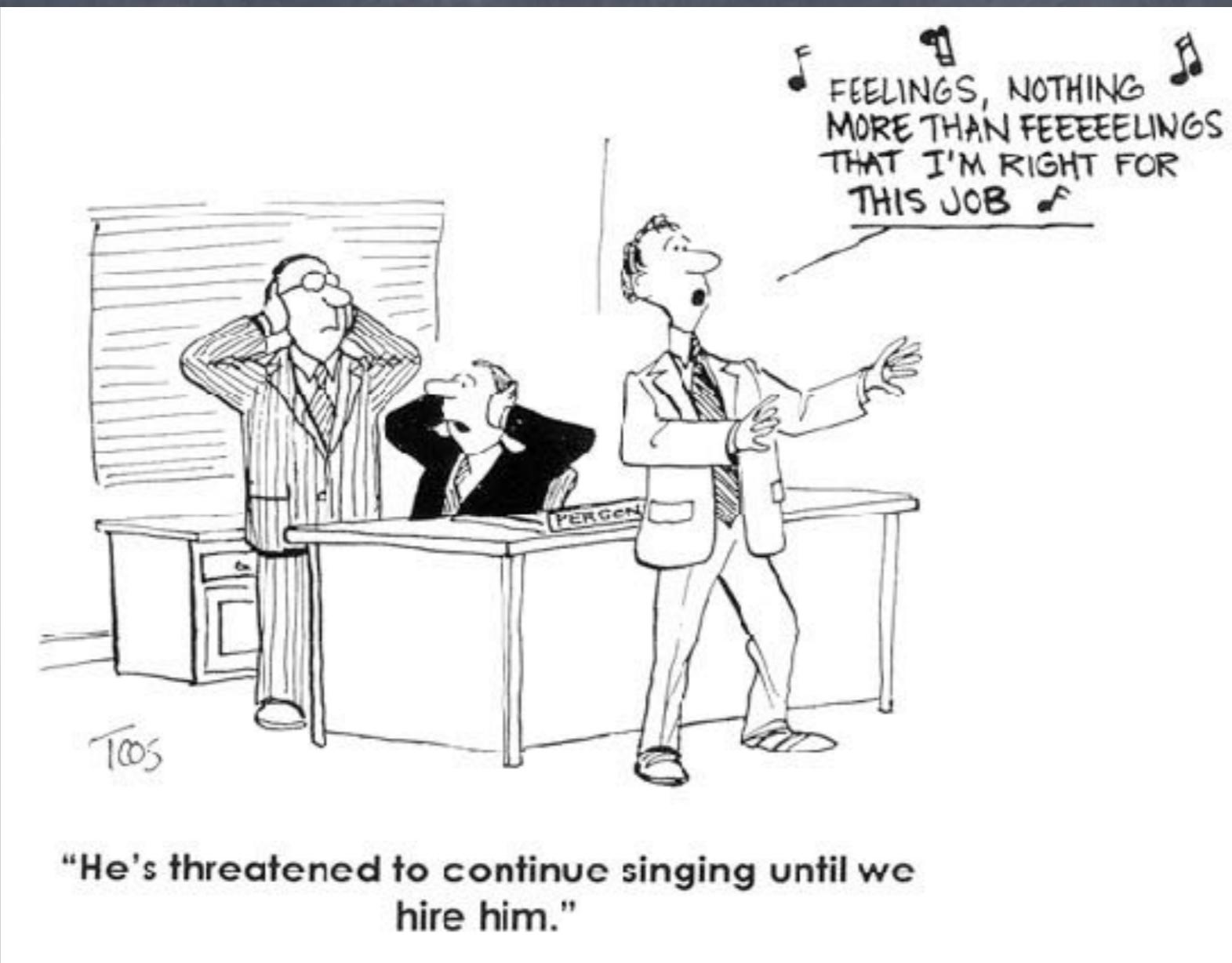
- Being unprepared
- Distractions (gum chewing, phone beeps,etc)
- Rambling
- Critical of former employers or bosses
- Disinterested or lack of enthusiasm
- Distasteful (defensive, arrogant, insincere, etc)

# Losing Moves

Pre-Interview

Interview

Post-Interview



# Follow-up

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Pre-Interview

Interview

Post-Interview

- After the interview, write a brief thank you note to
- Express appreciation for the interview
- Show eagerness to work for the company
- Many employers report a sincere thank you note can tip the scales in a candidate's favor

# **Super Engineer QUEST** Quest Thank You note

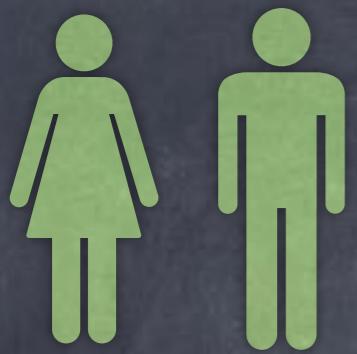
Hiring managers reported that thank you notes can sometimes make a difference in second interviews and job offers. The cost to you is minimal, so why wouldn't you send a note of thanks. Even if you are eventually not offered the position, a good thank you note can leave an impression that may lead to a future interview opportunity.

A close-up photograph of a man's hand and arm. He is wearing a dark suit jacket, a white shirt, and a light-colored tie. His right hand is extended towards the camera, with his index finger pointing directly at it. His left hand is partially visible on the right side of the frame, resting on what appears to be a dark surface or a keyboard. The background is blurred, suggesting an indoor office environment.

**Job  
offers  
&  
Salary  
Negotiations**

# Salary Gap





# Salary Gap

**Median Salary  
(base salary as of Jan. 2017)**

	MALE	FEMALE
PE license and up to 10 years of experience	\$78,000	\$78,832
PE license and 11 to 20 years of experience	\$104,000	\$98,628
PE license and 21 to 30 years of experience	\$125,000	\$114,645
PE license and 31 to 40 years of experience	\$132,000	\$135,000



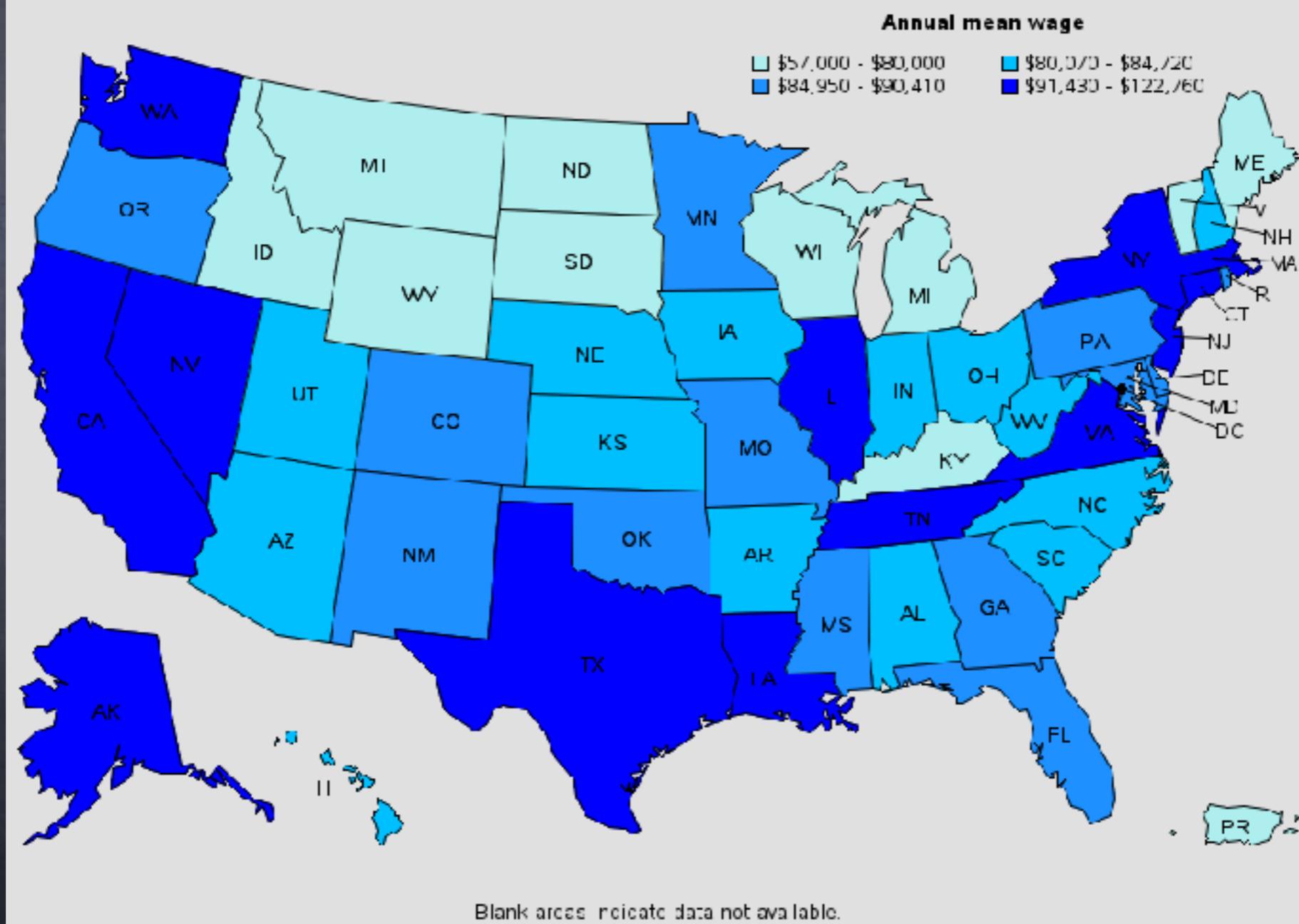
# Salary Gap

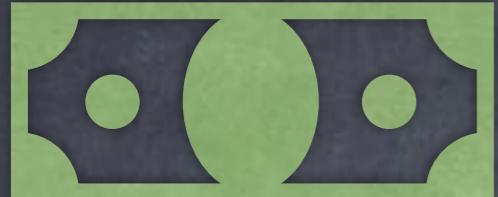
- It's complicated
- Research shows initial job offers do not have a gender gap, but males negotiate more for better pay
- Initial offers have dramatic impact on raises



# Salary Data

Annual mean wage of civil engineers, by state, May 2017

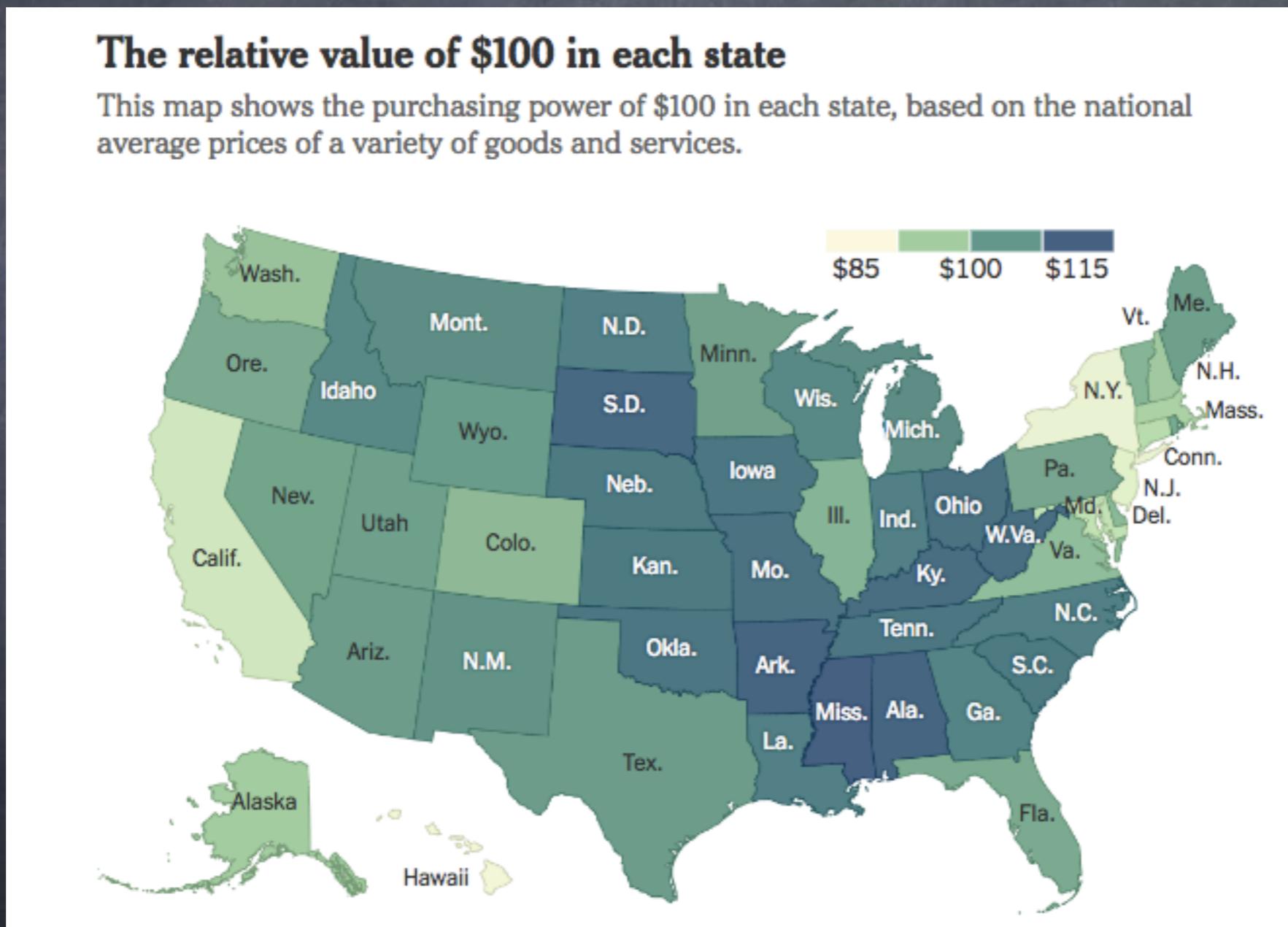


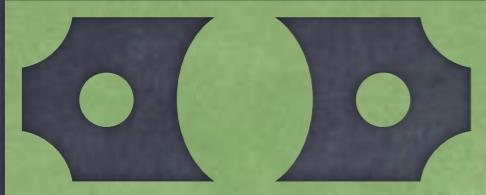


# Salary Data

## The relative value of \$100 in each state

This map shows the purchasing power of \$100 in each state, based on the national average prices of a variety of goods and services.

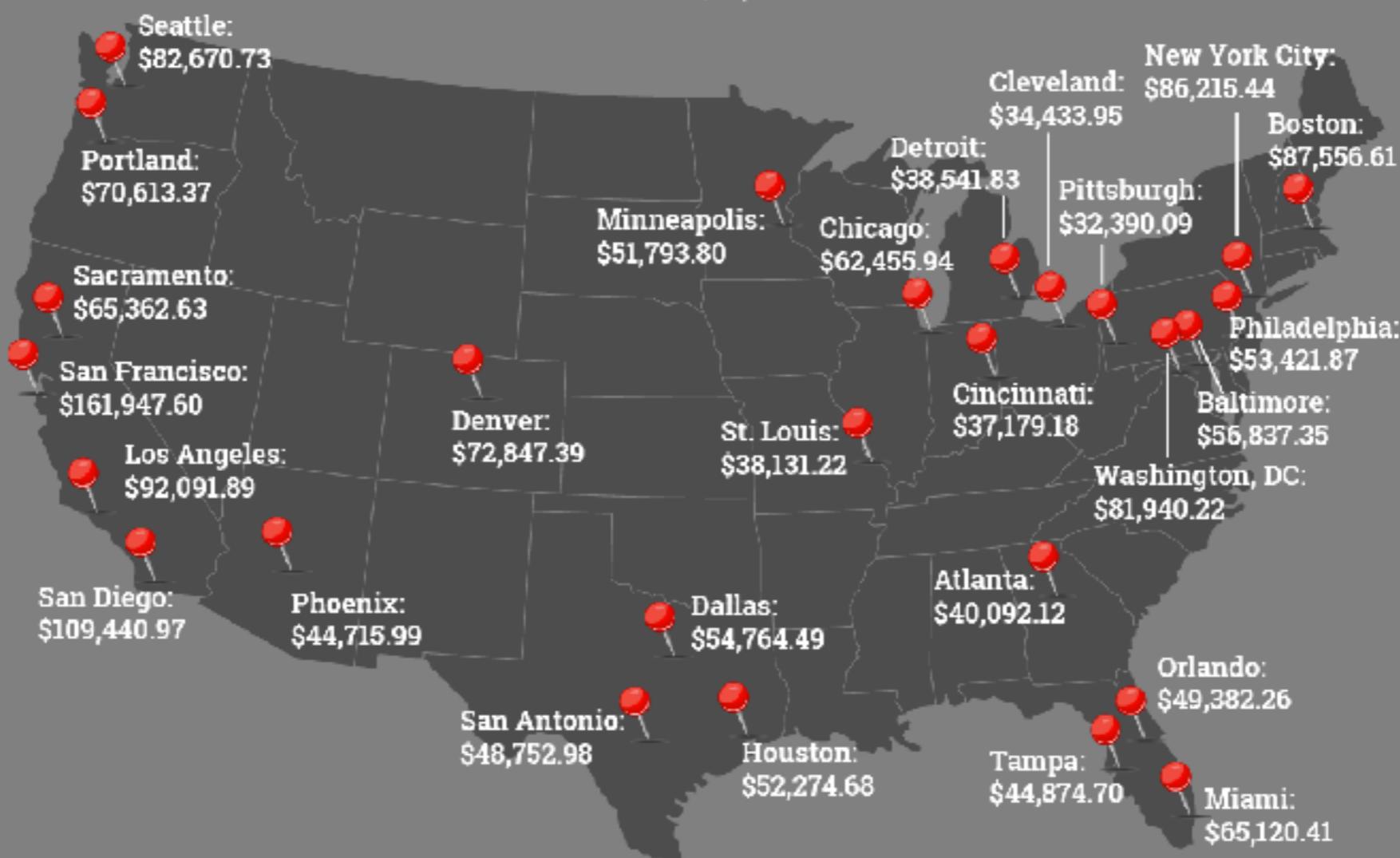




# Salary Data

The salary you need to buy a home in your area.

National: \$52,699.17



Source: HSH.com



# Components of a Job offer

- Role>Title
- Job duties
- Travel expectations
- Opportunities for advancement
- Educational support
- Quality of life
- Organizational Culture
- Benefits
- Salary



# Weighing Offers

- What is best for you, might not be best for a classmate
- Weigh all variables, not just salary
- Consider short- and long-term goals
- Accepting a lesser offer with a better firm might be better than a more generous offer from firm with less growth potential