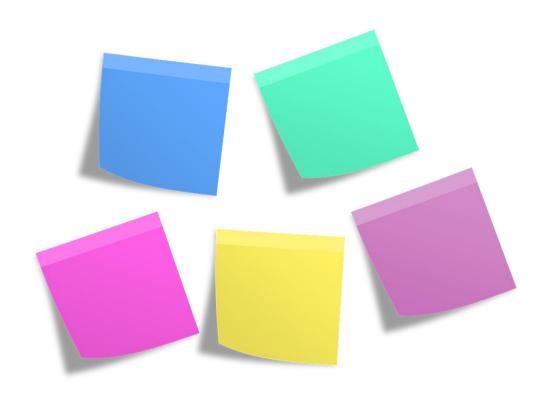
Write down at least 1 question you have pertaining to interviewing or the overall job search process

(you can do more than one if you like)



How was the Career Fair?



Interviewing

Professional Development Seminar



"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."

Copyright Randy Glasbergen

Why are Interviews Conducted?

- As an Employer:
 - See the candidate first hand
 - Probe for detailed info
 - Sell the job/organization
- As a Job Seeker:
 - Opportunity to ask questions
 - Sell skills & experience
 - Assess for cultural fit



Responding to Interview Requests

- Know your schedule availability for each week
- Respond the same day whenever possible

"Hi Carol,

We would like to schedule an in-office interview with you next week on either Wednesday, October 14th or Thursday, October 15th. Please let me know if you are still interested and available those days.

Thank you, Mrs. Interviewer"

"Dear Mrs. Interviewer,

Thank you for contacting me. I am very interested in the position and am available on Wednesday, October 14th from 2-5pm or Thursday, October 15th from 9-3pm.

Please let me know if you have any other questions. I look forward to meeting with you.

Regards, Carol"

Or

"Dear Mrs. Interviewer,

Thank you for reaching out to me. Unfortunately, I have already accepted a position and will have to decline your offer for an interview. I wish you luck in your search and hope to connect with you the next time I am searching for a position.

Thank you, Carol"

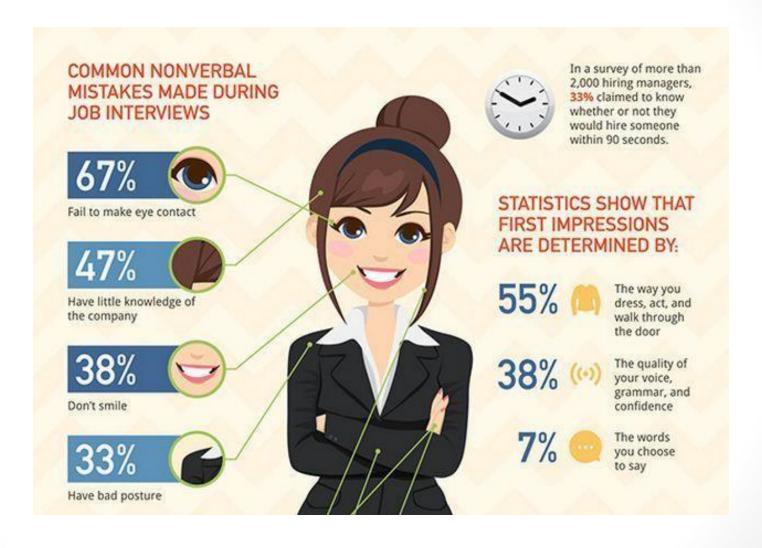
What do I need to respond to?

 Respond to any email or phone call from an employer (within 24 hours)

 If you are unsure of how to respond, contact your Co-op Advisor

 You are the face of the University and you are responsible for helping us maintain a good relationship with all employers

First Impressions



Types of Interviews

- Phone Screen/Phone Interview
- Skype/video
- Online Assessment (websites like HackerRank)
- Technical Interview
- Panel
- Lunch/Dinner/Coffee
- Group Tour



Typical Interview Process



Interview Prep



What key points do you want the interviewer to know about you before you leave the room?

During the Interview

- Arrive 10-15 minutes early
- Be polite & respectful to everyone (starting in the parking lot)
- Stand, shake hands, introduce yourself using first and last name
- Smile, try to relax, and be yourself

Let's Practice!

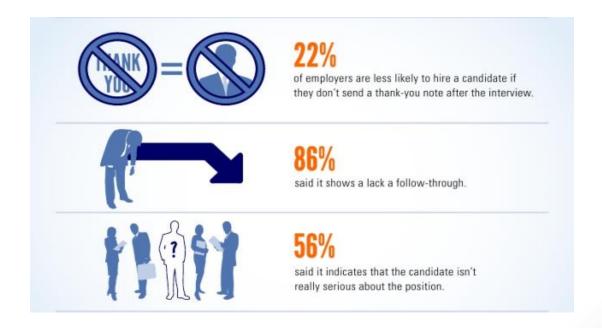
- Tell me about yourself.
- Why did you choose _____ as your major?
- Give an example of a time you had to learn a skill/concept very quickly.
- What would a previous manager (or a professor/friend) say are some of your strengths?
- Give me an example of a time you showed initiatve.

What If I Get Stuck?

- Ask clarifying questions as needed
- Ask interviewer to repeat the question
- Remember, they are human!
 - It's ok to ask if you can start again or let them know you are nervous

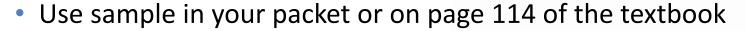
After the Interview

- Make notes about your impressions of the company
- Reflect on what went well and what you might want to improve upon for your next interview
- Send a thank you (next slides for details)



Thank You Emails

- Always send within 24 hours (after business hours is fine)
- Should include:
 - Thank them for their time
 - Remind them of your key qualifications
 - Touch on something meaningful from your conversation
 - Any information you failed to mention during your interview
 - Re-state your interest



Thank you

When to Follow-up

- Every company is different
- Follow instructions given by the employer after interview
- Talk to co-op advisor



Dear {Ms./Mr. Last Name},

I hope you are doing well. I am writing to inquire about your {hiring timeline or follow-up with you about my recent interview} for the {job title} position. I thoroughly enjoyed speaking with you {indicate time frame i.e. last week} and am excited about the opportunity to join the team. Please let me know if you need any further information from me at this time.

Sincerely, {Name}

Job Offers

- Usually extended over the phone
 - If they leave a voicemail, call them back (don't email)
 - You may be asked to complete a background check or drug test
- Tell your co-op advisor about ALL job offers
 - If you have concerns or multiple offers, he/she can help
- Respond within 2 business days
- Do not string employer along!
 - If you know you want to accept, just accept!
 - If you aren't going to accept, the sooner you tell them they can extend the offer to the next student

I've Got a Job!!!!

- Congratulations!
- Be sure to cancel any upcoming interviews and do not accept any new interview requests.

"Dear Mrs. Interviewer,

Thank you for reaching out to me. Unfortunately, I have already accepted a position and will have to decline your offer for an interview. I wish you luck in your search and hope to connect with you the next time I am searching for a position.

Thank you, Carol"

- Complete company paperwork in a timely manner
 - International student? Work with co-op advisor on CPT paperwork

Candace has been applying to multiple co-op jobs and had her first interview with a prospective employer this Tuesday. Earlier today, she received a call from a second employer who scheduled her for an interview next Monday.

She walks out of her afternoon lab and her phone rings; the first company is calling her back with an offer. She likes the company, but is not entirely sure if she wants to accept the position since she has nothing else to compare it with. She was hoping to speak with the second company before making her decision.

How should Candace respond to the employer on the other side of the phone?

Manuel interviewed with ABC Company and thought it went really well. He asked all the right questions and got along very well with the team. After, he followed up with thank you emails to those he interviewed with.

It has been a week and a half and he has not heard back. He's really anxious for a response since this company is his top choice.

What should Manuel do?

Sean sees himself as an eager and motivated student and landing a co-op is high on his priority list. He has attended every PDS class, has spoken with his peers at the Co-op Expo, attended the Career Fair, and has applied to over 20 companies.

Unfortunately, he has yet to hear back from any employers about an interview. With it almost being the beginning of November, he is starting to get nervous about his dreams of going out on a co-op this cycle.

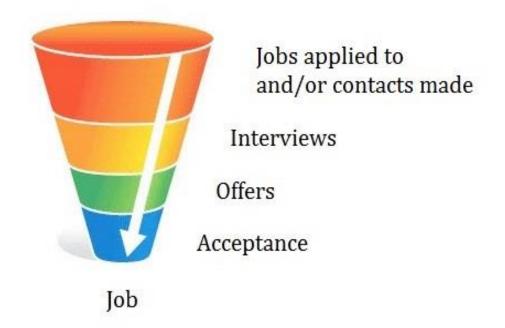
What should Sean do?

Layla has two co-op offers and is struggling to decide which one to accept.

Company A has really nice people, a great work environment, and it's a 15 minute commute. However, the job itself is very easy. She's not sure if she would learn very much.

Company B is a very fast-paced environment and it's obvious she'll be thrown into the deep end of the pool to sink or swim. She would learn more in this job, but it seems stressful. It's also a 45 minute commute.

Which job should Layla accept?



- Front Fill in your current job search #s
- Back Top 3 companies you are interested in (from Career Fair or otherwise)

Next Class – 11/1 Technical Interviewing

Read article on Blackboard

How to Prep for Your Technical Interview: Advice From a Hiring Manager

