

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.”**

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# 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 14<sup>th</sup> or Thursday, October 15<sup>th</sup>. Please let me know if you are still interested and available those days.

Thank you,  
Mrs. Interviewer"

Or

"Dear Mrs. Interviewer,  
Thank you for contacting me. I am very interested in the position and am available on Wednesday, October 14<sup>th</sup> from 2-5pm or Thursday, October 15<sup>th</sup> from 9-3pm.

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

Regards,  
Carol"

"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

## COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS

67%



Fail to make eye contact

47%



Have little knowledge of the company

38%



Don't smile

33%



Have bad posture



In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

## STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:

55%



The way you dress, act, and walk through the door

38%



The quality of your voice, grammar, and confidence

7%



The words you choose to say






# 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

- 
1. Introduction
  2. Interviewer asks questions
  3. Potential Technical portion
  4. Candidate asks questions
  5. Closing

# 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 initiative.

# 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
- Use sample in your packet or on page 114 of the textbook



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

# Scenario #1

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?

# Scenario #2

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?

# Scenario #3

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?

# Scenario #4

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**

