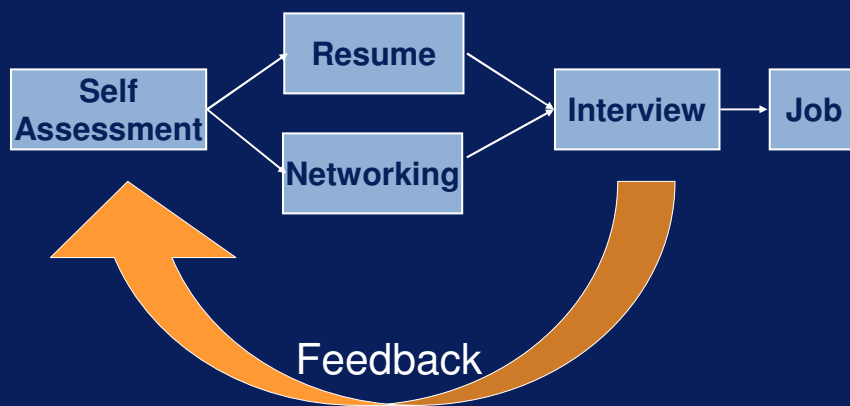
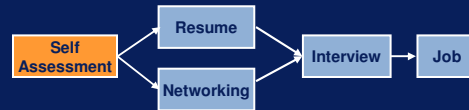


Successful Interview

Job Searching Process



Self-Assessment



- Before self-assessment, consider
 - Market Environment
 - Career Opportunities
 - Target Industry
 - Target Function
- After self-assessment
 - Develop and Refine Career Strategy

Resume



- Resumes are tailored to highlight transferable skills applicable to the function

Generic
Took orders and delivered food to customers in a timely manner.

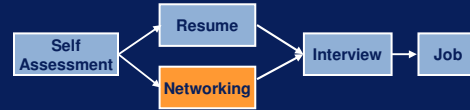


Investment Banking
Delivered service in fast-paced, demanding environment. Applied **time management** skills and **prioritized** responsibilities to ensure maximum customer satisfaction.



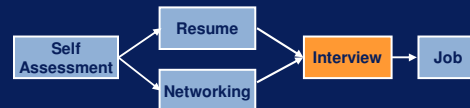
Marketing
Communicated with clients to understand customer requirements. Coordinated with service team to deliver customer satisfaction.

Networking



- About 85% of all the jobs are filled through networking
- Internationals find it most challenging and culturally uncomfortable
- Expand your network
 - corporate presentations, extracurricular events, Alumni, Faculty, Your colleagues
- Take a long-term approach
- Substance vs. relationship
- Be professional at all times

Successful Interviews



- Preparing for the Interview – Your “Agenda”
- Different Question Types you might face
- Effective Answer Techniques
- Interview Etiquette/Non-Verbal Communication
- Questions at the end of the Interview

Perspective – Where are You?

- They've narrowed 1000s of resumes down to 100s
- Yours is one
- They suspect that any of them might be a good match
- So they want to:
 - ~ Verify their “on-paper suspicion”
 - ~ Be sure that they could work with you - likeability

The Agenda – Initial Screen

- **Greeting :01** (Attire, Handshake, Eye Contact, Cologne)
- **Rapport :05**
 - ~ Tell me about yourself
 - ~ Walk me through your resume
 - ~ Why do you want to come here?
- **Probing behavioral questions :20**
 - ~ CAR
- **Your questions and write-up :04**

Greetings: Don't Underestimate Likeability

- A professional, upbeat, confident, yet humble conveyance of your qualifications for the position will make you stand out
 - ~ It's not memorization or a final exam or even who is "best qualified"

Rapport as Critical :05

- Flow and logic leading up to this moment, this interview
 - ~ Not too long, though
- "So – tell me about yourself" – dream question – if you're prepared with your own agenda

Behavioral Questions

- Behavioral – to highlight as many examples of your use of the skills they need in an effective and compelling fashion over the course of :30 minutes.
- The quality of your examples
- The quality of your ability to share them!

Question Types

- Directive
“Why did you choose to get your degree?”
- Non-Directive
“Tell me about yourself.”
- Stress
“You have no experience in this field, why should I hire you?”
- Behavioral
“Can you give me an example of a time when you..?”

Question Types

- Yes/No
“Are you a team player?”
- Illegal
“How old are you?”

Self-Assessment

- Pick your “Core 4” Skills “Plus 2”
- Core 4 (specific to you and your function)
 - ~ Analytical Thinking
 - ~ Creativity/Innovation
 - ~ Strategy/Planning
 - ~ Project Management
 - ~ Industry Knowledge
 - ~ And more...
 - ~ Quantitative Analysis
 - ~ Communication
 - ~ Problem Solving
 - ~ Selling/Persuasion
 - ~ Counseling/Mentoring
- Plus 2 (general to most people)
 - ~ Leadership
 - ~ Teamwork

Context – Action – Result

- Set up the story and make it matter
 - ~ Be specific – be specific – be specific
- Use “I” and be the Star of the Story (STAR)
- Make it a good, successful story...

Effective Answer Techniques

- Answer the question first . . . then provide supportive details
- Supportive details should come in the form of a concise anecdote which clearly illustrates the role you played (we vs. I)
- If negative, explain what you learned

Etiquette/Non-Verbal Communication

- Don't smoke before the interview
- Don't wear perfume or cologne
- Dress the part
- Identify nervous habits
- Be aware of your posture

Etiquette/Non-Verbal Communication

- Maintain eye contact
- Use hand gestures appropriately
- Avoid um, like
- Avoid 'Public Chat'
- Follow-up correspondence

Questions at the end of the Interview

- Question Types:
 - ~Industry Trends
 - ~Company Specific
 - ~Position Specific
 - ~Process
 - ~Personal
- Avoid 'obvious' questions
 - ~“Tell me about your training program?”

QUESTIONS?