Interviewing

Types of Interviews

- **Phone Interviews**
  - Still dress up so you feel professional
  - Sit upright at a table
  - Keep a cheat sheet of important points
  - Smile – it helps with the inflection in your voice

- **On-Site Interviews**
  - Usually meeting with HR, Peers, & Manager
  - Multiple interviewers
  - Pay attention during the tour and ask ENGR related questions

- **Skype/Google Hangout Interviews**
  - Test internet/camera/sound connections prior to interview
  - Dress up, smile, same as an on-site interview
  - Show up 1-2 minutes early instead of traditional 10 minute rule

Types of Interview Questions

- **Qualification** — Straight forward questions about your experience, background, personality traits.
  - What can you tell me about yourself?
  - Why are you interested in our organization?
  - What are your career plans?
  - What do you see yourself doing in 5 years?
  - Why should I hire you?
  - What are your greatest strengths? Weaknesses?

- **Behavioral** — Popular questions based on the premise that past behavior best predicts future behavior.
  - When working on a team project, have you ever dealt with a strong disagreement among team members? What did you do?
  - Tell me about a time when you had to be assertive.
  - Tell me about a time when you’ve presented complex information. How did you get your point across?
  - Describe a time when you used persuasion to convince someone to see things your way.
  - Tell me about the projects you initiated. What prompted you to begin them?
  - Describe your leadership style and give me an example of a situation where you successfully led a group.
  - Give me an example of your ability to build motivation in your coworkers, classmates, or a volunteer committee.
  - How do you determine priorities in scheduling your time? Give me an example.
  - Describe a time when you were faced with an obstacle. What did you do?
  - What is the most creative thing you have ever done?
  - Give an example of when you had to make a difficult decision. How did you approach it? What criteria did you use?

- **Technical/Case** — Questions related to concepts from your coursework, industry knowledge, or specific skills.
  - These questions will vary depending upon the industry.
  - Often you won’t know the answer, but you need to make an attempt. Remember the interviewer is evaluating you on how you approach an answer.
  - If it is a difficult question, ask for more time. If you do not have an answer, let the interviewer know you really don’t have an answer. It is better to be honest than to make something up.
What to Wear

MEN:
- Solid color, conservative suit
- Conservative tie
- Dark socks, professional shoes (NO WHITE SOCKS!)
- Neat, professional hairstyle
- Easy on the aftershave!
- Neatly trimmed nails
- Portfolio or briefcase
- Conservative watch (optional)

WOMEN:
- Solid color, conservative suit
- Skirt okay, if knee-length
- Coordinated blouse
- Closed-toe and closed heel shoes
- Limited jewelry
- Neat, professional hairstyle
- Tan or light hosiery/Dark trouser socks
- Sparse make-up & perfume
- Manicured nails
- Portfolio or briefcase

STAR Method

• Situation – Describe the situation you were in.
• Task – What goal were you working towards?
• Action – Describe the actions you took to address the situation.
  • Most important part of your answer
  • Important to include multiple actions and thoughtful processes you took to solve the problem
• Result – Describe the outcome of your actions.

Etiquette Tips for Interviews

- Be on time! Even better, arrive 10 minutes early
- **DO NOT**: chew gum, wear excessive jewelry, or wear too much fragrance
- Take out excessive piercings (especially tongue rings)
- Style your hair neatly and keep it off your face (no outrageous hair color)
- **DO NOT** put your belongings on the interview desk
- Turn your cell phone off completely
- Be respectful to everyone in the office
- Alert references that they may be contacted