Interviewing
Our Goal:
Provide resources and opportunities to help engineering students develop professional skills and obtain full-time employment upon graduation.

We Are Here to Help YOU!

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Student Guide to Employment

Step 1: Understand Employers and the College Recruiting Process
Step 2: Determine Career Goals and Skillset
Step 3: Identify Preliminary Target Employers and Industries
Step 4: Develop Effective Marketing Materials
Step 5: Search for Specific Employment Opportunities and Research
Step 6: Network (at Career Fairs and Otherwise)
Step 7: Interview and Follow-up
Step 8: Evaluate Offers
Step 9: Sign Employment Contract and Celebrate
Step 10: Inform Engineering Career Services and Discontinue Your Job Search

See the ECS website for information on all ten steps
What will we discuss?

• Preparing for the Interview
• Day of the Interview
  – What to Wear
  – Nonverbal/Verbal Cues
• Types of Interviews/Questions
• STAR Method
• Difficult Questions
• More Interview Tips
• Thank you letters

Feel free to ask questions at any time!
Goals of an Interview

Interviewer

- Can the candidate do the work?
- Will the candidate fit in?
- Do interests match?
- How much does the candidate want the position?
- Does the candidate have leadership potential?
- If hired, will the candidate be a good reflection of the organization?

Interviewee

- Make a good impression
- Show high level of interest
- Present qualifications effectively and accurately
- Learn more about the position and the company
Preparing for the Interview

• Doing your research on the company:
  • CyHire/Company website
  • Review Job Description
  • Attend a Company Information Session
  • Talk with people you know who work there
• Review your resume and bring copies!
• Review frequently-asked interview questions
• Practice!
• Alert references that they may be contacted
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
Day of the Interview

- Be on time! Even better, arrive 10 minutes early

- **DO NOT**: chew gum or wear too much fragrance/cologne

- Turn your cell phone off completely

- **DO NOT** put your belongings on the interview desk
Non-Verbal/Verbal Cues

• Smile! 😊
• Firm handshake – sign of confidence (TTYP)
• Eye Contact – maintain with interviewer
• Posture and physical distance – upright/3 feet
• Arms/Hands – don’t cross, don’t fidget
• Stay calm – 4-5 seconds to think before answering is okay (better than “uhhhh”)
  – Asking employer for a minute is also acceptable
Other 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 😊
  - Call ECS if you’d like to use our room.

- **On-Site Interviews**
  - Usually meeting with HR, Peers, & Manager
  - Multiple interviewers
  - Pay attention during the tour and make sure 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.
  
  TTYP!

- **Behavioral** – Popular questions based on the premise that past behavior best predicts future behavior.

- **Technical/Case** – Questions related to concepts from your coursework, industry knowledge, or specific skills.

- **Abstract** – Questions to see how well you can think on your feet (ex. If you could be any color, what would it be?)
Interviewing

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.
- **Result** – Describe the outcome of your actions.

Most Important!!!!
Interviewing – The Difficult Q’s

• Tell me about yourself?
• What are your strengths & weaknesses?
• What are your salary expectations?
• Tell me about your participation in this religious/political/cultural/activity?
• Do you have any questions for me?
More Interview Tips

- Be respectful to everyone in the office
- Talk about your transferable skills
- Express genuine interest and enthusiasm when you answer questions
- Always say THANK YOU!
- Ask what the next step will be/what the timeline looks like
Mistakes to Avoid

- Appearing uninterested (identified by 62% of employers)
- Answering a cell phone or looking at a text (60%)
- Dressing inappropriately (60%)
- Talking negatively about a current or previous employer (58%)
- Failing to make eye contact (72%) or smile (42%), having bad posture (38%) or a limp handshake (28%)
- Not providing specific examples and fuzzy details when answering questions (34%)
- Talking too much about unimportant information (30%)
- Not knowing anything about an employer (30%)

Source: CareerBuilder.com
After -Thank You Letters

• Hand-written letters are nice but not necessary and hard to deliver
• E-mail communication is acceptable and preferred
• Personalize to each person that interviewed you
• Content: Thank them for time and opportunity to discuss positions. Tell them 1 thing you learned about them. Remind them of 1-2 strengths or qualifications that you will bring.
After the Interview

• Be Professionally Pro-Active
• Follow-Up
• Thank you email within 48 hours of the interview
• Offer? No offer? What’s the protocol?
• Verbal Offer, Negotiation?, Written Confirmation