

The Industry/Corporate Job Interview

What will we cover today?

- ◉ What employers are saying....
- ◉ How to Make a Good First Impression
- ◉ Type of Interviews
- ◉ Dress for Success
- ◉ Possible Questions
- ◉ Salary Negotiations
- ◉ Resources

What our Employers say...

“Do a basic internet search on the company to understand the type of work the company does. This can be as simple as **reading a company’s home page or searching them on wikipedia**. The second step would be for the candidate to be able to articulate why he/she would be a great fit into our company. Since **each person is different**, the second step will have **many different answers that are all correct**, but it shows the interviewer the candidate not only did their research, but also they understand what value our company brings. With all of the quality candidates in college vying for the same position, the generic answers (“I think it’s a good opportunity” or “I like challenges”) will not allow the student to stand out among the group.”

And....

“Some candidates **had trouble answering some basic questions** like “What do you feel are your strengths?” I had the feeling that it was the first time someone had asked them that question. And while that might have been their first real interview, I’ve never seen that with the other 30+ entry-level candidates I’ve interviewed before, and that includes some very introverted engineers.”

First Impressions are Key

- Arrive 5-10 Minutes Early
- Dress Appropriately
- **Smile**
- Make **Eye Contact**
- Give a Firm **Handshake**
- Remember Body Language
- Ensure Honesty
- Relax- Be yourself
- Show interest & enthusiasm



Things to Know Before Interview

◉ Know the organization

- Research their history, projects, mission/values
- Look at their website
- Know why you want to work there

◉ Know yourself

- What are your skills and experiences?
- How can you use these to fulfill my needs?
- Why are you the best candidate for this position?
- Know your Resume well!

Suggestions for Phone Interviews

- ◉ Keep in mind:
 - May be with more than one person from Selection Committee (conference call or speaker phone)
- ◉ Use landline if possible
- ◉ Keep answers concise (2-3 minutes)
- ◉ Speak slowly and clearly
- ◉ Don't fear the silence
- ◉ Clarify pauses and conclusions verbally
- ◉ Keep resume and "cheat sheet" handy

Suggestions for Skype Interview

- ◉ Prep background
 - Tidy and Quiet
- ◉ Rehearse with Friend
 - Test light and volume
- ◉ Practice with Virtual mock interview tool
- ◉ Wear a suit (yes, even from the waist down)
- ◉ Make eye Contact with camera!
- ◉ Keep “cheat sheet” handy (but off camera)

Technical vs. Behavioral

TECHNICAL

- Specific technical/scientific knowledge you have
- ANYTHING listed on resume or job description is fair game
- Don't be afraid to say "I don't know...but I'll find out."

BEHAVIORAL

- Be specific & use real examples
- Use STAR method:
 - Situation
 - Task
 - Approach
 - Results
- Prepare for negative as well as positive examples

What employers are saying...

- “When a student can give me a specific, recent, relevant example, it's a home run. Many students tell me what they "would do" or how they "normally react" to situations.....but those don't have the same predictive validity as something that they ACTUALLY did.”
- “Sometimes the best response is SILENCE. Too many candidates feel the need to fill every single minute of the interview with conversation....and it often can be to their detriment. Students who understand the value of the pause and are comfortable with 5-6 seconds of silence will generally fare much better.”

Suggested Questions to Ask Interviewer

- How would you describe a typical day on the job?
- What does “success” look like for this position in the first 90 days?
- What do you enjoy most about working here?
- Would I be assigned a specific department or rotate throughout the organization?
- What is the hiring timeline? When can I expect to hear from you again?
- Any question demonstrating knowledge of company and enthusiasm for position is a good choice!
- **Note:** Unless they initiate it, do NOT discuss salary until an offer is made. If they do ask, give a well-researched \$3-5k range. Any negotiation must wait for offer!

What employers are saying...

- “I’m always impressed by candidates that ask questions that show they’ve done some homework about the organization prior to the interview. For example, a candidate might ask me “I noticed that your company increased revenues by 20 percent over the 3rd quarter from last year. How does the company plan to achieve similar growth for the next quarter?””

Dress for Success

○ Men:

- dark suit (e.g. black, navy, gray); light-colored, nicely pressed dress shirt (white, cream, light blue, etc); conservative-print or solid tie; dark dress shoes, dark dress socks

○ Women:

- dark suit; light-colored dress blouse (white, cream, light blue, etc); dark, closed-toed shoes (flat or with conservative heel; can be either skirt suit or pant suit (hem of skirt should be within 2" of knee or longer and allow you to sit comfortably); wear natural/minimal makeup

- All: well groomed hair & nails; plenty of deodorant but absolutely NO cologne or perfume (you should smell neutral...like nothing)

Visual Examples: YES

BUSINESS PROFESSIONAL



LIGHT BUTTON-UP SHIRT

PORTFOLIO

PRESSED SUIT

APPROPRIATE LENGTH SKIRT

POLISHED, CLOSED-TOE SHOES

NATURAL LOOKING MAKEUP

NO BULKY JEWELRY

BUSINESS CASUAL



NICE BLOUSE

POLISHED, CLOSED-TOE SHOES

BUSINESS PROFESSIONAL



FRESH HAIRCUT

APPROPRIATE TIE

PRESSED SUIT

PORTFOLIO

POLISHED SHOES

CLEAN SHAVEN

BUSINESS CASUAL



BUTTON-UP SHIRT

MATCHING BELT AND SHOES

PRESSED SLACKS

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.
NOTE: For Interviews, always choose Business Professional attire.

Visual Examples: NO



You are always being evaluated

- Practice your answers
 - Difficult questions
 - Elevator speech
- Arrive prepared
 - Bring clean copies of resume & references in portfolio
 - Turn off and put away cell phone!
- Cocktail Party/Reception/Meet-and-Greet
 - Beware of alcohol
 - Eat before you go
- They are evaluating you on:
 - Do you have needed skills?
 - Will you fit in with our team?
 - Do you really want us, or just any job?

Tips for International Students

- Is English not your primary language? Practice, Practice, Practice your interview answers! Call 979-845-5139 to schedule a mock interview.
- If you need a few moments to gather your thoughts, it's okay to say "That's an excellent question. Let me think about that...." Taking time to pause is much better than rambling!

Tips for Intl. Students (con't)

- If you don't understand a question, ask the interviewer to repeat it. Or, ask for clarification: "Are you asking me about my experience teaching classes at ABC U?"
- When on site, not all of your time will be spent in formal interviews. **Small talk is essential for success!** Hone your casual conversation skills and have several non-technical subjects ready to discuss (weather/news events, books, movies, pop culture, etc.).

Remember to read between the lines....

- ◉ **They say:** Tell us about the last time you failed at something.
- ◉ **They're really asking:** What skills did you develop from this experience that will be an asset to our company?
- ◉ **They say:** Where will our company be in 5 years?
- ◉ **They're really asking:** ...and how can your skills help us get there?
- ◉ Demonstrate FIT between your skills and their needs in EVERY answer.

Common Questions

- Why do you want to work here?/ Why did you apply for this job?
- Why should we hire you?/Why are you the best candidate?
- Tell me a bit about yourself. (→ elevator pitch!)
- Where do you see yourself in X years?
- Why did you choose this major/degree?
- What's your greatest strength? What's your greatest weakness?
- What's your proudest accomplishment?
- What's your greatest failure?
- Have you ever been fired from a job? Why?
- Why are you leaving your current position?
- What are your salary expectations for this position?
- Who are our biggest competitors? What's our greatest challenge?
- Where do you envision our company in X years?

Difficult Questions

- “You know, this position only requires a Bachelor’s degree. Aren’t you overqualified?”
- “I only see X years of experience in Y on your resume. Why is that?”
- “How do you explain this gap in your employment history?”
- “I see you only have classroom/campus research experience. What makes you think you’re qualified for an industry job?”
- “Your degree is in _____, but I’m looking for _____ and _____ majors. Why should I consider you?”

Difficult Questions: How to Answer

- Remain calm. This may be a test of your ability to concentrate under pressure and adapt in stressful situations.
- Acknowledge that they are making a valid point.
- Reiterate your qualifications. Point out areas of equivalency.
- Emphasize how your differences will add value to the company/team.
- End positively. Restate your ability to learn new things quickly, desire for this position, etc.

Illegal Questions

- Employers may NOT ask about your: race, age, gender, nationality, specific disabilities, religion, etc.
- Employers MAY ask what your work authorization status is and/or if you are a U.S. citizen.
- Employers MAY ask if you will be able to perform the duties listed on the job posting with or without any reasonable accommodations

Post-Interview Etiquette

- ◉ Send thank-you emails to EACH person who assisted you (not just search committee), within 24-48 hours of interview.
- ◉ If you don't hear anything from them within timeframe they gave you (or 2 weeks), feel free to call hiring manager and ask for update of search.

Salary Negotiations

Do your research and know three numbers:

- Your **minimum required salary** to live in that city (make a monthly budget & check “gross up calculator” at paycheckcity.com)
- A reasonable/**objective salary average** for this position in this city (look at salary.com and glassdoor.com to see what the position is worth)
- Your **TARGET salary** (may be slightly above average, based on your unique skills and qualifications—make a list of these and keep as your evidence!)

Salary Negotiations

When they call you with an offer:

- Say “thank you” then ask for it in writing!

When you get it in writing:

- Compare offered salary with your 3 numbers
- Determine if anything is missing or inaccurate
- Make a list of your requests & prioritize
- Make a list of your evidence to support these requests
- Set a date to **CALL THEM** on the phone
 - Never negotiate through email. Never.
 - Say “Thank you for the offer. Before I accept I was wondering if anything on this offer is negotiable?”
 - Go from there...move down your list of priorities.
 - Listen and use your judgment!!
- **Get all changes corrected in a new offer letter!**

Salary Negotiations

- “I want more money” is not a legitimate reason
- Present evidence-based information to ask for more \$\$
 - EX: cost of living differences, other competitive offer(s), national averages for similar positions
- Also, consider other items for negotiation:
 - Relocation/moving assistance
 - Research/equipment start-up
 - Professional development assistance
 - Company stock options
 - Benefits, vacation time, retirement package, etc.
- Remember: Do NOT mention salary range until they bring it up first. And do NOT negotiate salary until offer is made!

How to Find What You're Worth

- NACE Salary Survey in Career Center
- Glassdoor.com
- Salary.com
- Going Global & myvisajobs.com: list salaries of H1B visa jobs
- Talk to people in similar jobs; ask what an “appropriate range” would be for someone with your qualifications (do not ask their own salary or their companies' salaries)