INTERVIEWING

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TALENT ACQUISITION SUPERVISOR
Your Personal Brand

Elements of a Personal Brand:

- Physical Appearance
- Areas of Knowledge
- Communication Styles
- How You Dress
- Skills and Abilities
- Behaviors
Elements of Your Personal Brand

• Online presence
• Voicemail box message
• Demeanor on phone
• Email correspondence
• Resume, Cover Letter
• Interview etiquette
• Background Check results
Online Presence

• Google yourself!
  • What do companies see when they search you?

• Clean up, lock down, or disable...
  • Facebook, Instagram, Twitter, Google+
  • Snapchat, Vine, Tumblr, Ask.fm, Kik, VSCO

• Companies are checking your e-footprint
  • Example?
    • ISO New England Social Networking Notice
      ISO New England reserves the right to review the candidate's postings on any social networking site accessible in the public domain as part of the candidate assessment process.
Voicemail Box Messages & Phone Call Etiquette

• Voicemail Box messages should be
  • Neutral or professional
  • State your name clearly
Job Search – Track Applications & Site Logins

• Track all resumes sent to employers
• Track all application site logins for future changes, submission
• Create an Excel spreadsheet
  • Hyperlink the application site for convenience
  • Summarize the job posting in your comments
Job Search – Where to Be & Where to Look

With your resume complete, it’s time to start your search

• LinkedIn
• Indeed
• Networking
• College Career Center sites
  • Symplicity, Handshake
• Employer sites - Google
LinkedIn – Be There!

• Professional presence
  • Whole resume
  • Update profile in parallel with resume
• Include external contact information
• Join groups
  • Participate with appropriate comments & questions
• Allow invites from anyone
  • Once you find a job, can change this
• Network!
Networking – Be Involved in Your Field!

• Volunteer
• Intern
• Part-Time work
• Adopt a mentor
• Get to know your professors
• Join professional student organizations
• Participate in engineering competitions
• Attend Career Fairs, Informational Sessions, Conferences

Always be Networking
PREPARING FOR INTERVIEWS
Phone Screens – Skype - WebEx

• Treat Phone Screens as Interviews
  • Be prepared
    • Research the company – what do they do?
    • Understand the job requirements – how do/don’t you fit?
    • Have questions ready for the interviewer
  • Make sure your phone is charged
  • Take the call in a quiet place without interruption
  • Be professional
    • Upbeat / engaged tone
    • Avoid slang
    • Don’t swear
Interviewing

• Just like your resume – Everything counts!
  • Grooming Checklist
    • Body smell – neutral
    • Breath smell – neutral/minty
    • Hands – dry
      • Ready for a **firm** handshake
  • Clothing Checklist
    • Suit preferred
      • Don’t own one? Time to invest
    • Little skin showing
    • Clean, pressed outfit
    • Shoes
Showing Your Potential

• In addition to intelligence, experience, performance, and competencies, you now need to exhibit potential

• Potential: the ability to adapt to and grow into increasing complex roles and environments

• Potential is assessed on five key indicators
  • Motivated
  • Curious
  • Insightful
  • Engaged
  • Determined

• Ability to convey ideas and concepts clearly
  • How they relate to your job and the business
Show Your Potential by being Prepared

Behavioral Interviewing

Understand behavioral interviewing and common questions

• What strengths would professors/managers say you have?

• What development needs would your professors/managers list?

• What kind of person is most difficult for you to work with, and how would you handle that?

• How do you go about learning something you know nothing about?

Prepare various situations you can speak to
Behavioral Interviewing

https://blog.hubspot.com/marketing/behavioral-interview-questions

1. Tell me about a mistake you made during a project or at a certain point in your career.

2. Tell me about a success you're particularly proud of in your career and why it was a success.

3. Describe a time you had a conflict with a coworker, and how you resolved it.

4. Tell me something you had to learn very quickly but knew nothing about before.

5. Tell me about a time you had multiple assignments with conflicting goals or deadlines, and how you completed each of them.
Behavioral Interviewing

https://www.glassdoor.com/blog/interview-questions-you-should-be-prepared-to-answer-this-month/

1. Tell me about yourself?
2. Why do you want to work for [insert company name]?
3. How did you hear about this job?
4. Tell me about something on your resume.
5. Why are you looking for a job? Or, why are you looking for a different job?
6. Why should we hire you?
7. Where do you see yourself in five years?
8. Tell me about a conflict you faced at work and how you dealt with it.
9. What is your dream job?
10. What do you expect out of your team/co-workers?
11. What do you expect out of your manager?
12. How do you deal with stress?
13. What would the first 30 days in this position look like for you?
14. What are your salary requirements?
15. Do you have any questions?
10 Questions You Might Ask in a Job Interview
Huffington Post 6/21/14

1. What skills and experiences would make an ideal candidate?
2. What is the single largest problem facing your staff and would I be in a position to help solve this problem?
3. What have you enjoyed most about working here?
4. What constitutes success at this position and this company?
5. Do you have any hesitations about my qualifications?
6. Do you offer continuing education and professional training?
7. Can you tell me about the team I’ll be working with?
8. What can you tell me about your new product or plan for growth?
9. Who previously held this position?
10. What is the next step in the process?
• Practice breeds confidence which shows potential

• Practice interviewing skills out loud
  • In front of a mirror
  • Alone in your room or car
  • Listen to how you sound, what you say

• Practice reciting experiences that best represent who you are and what you bring to the table

• Use your own words
Thank You Notes

• Simple “thank you” to those who interviewed you
• Customize them to each interviewer for added touch
• Remember – spelling counts here too!
Example Thank You Note

Dear Interviewer,

Thank them for their time.

Mention something from the interview that you found interesting or helpful. Tailor this to each interviewers for maximum impression!

Reiterate your interest in the job and company.

Remind them of why you are the perfect candidate for the job.

Keep to 1-2 sentences

Warmest Regards,

Your Name
Questions
Thank YOU!

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