

The Art of Interviewing

Katz Orientation - Fall 2016

The Art of Being Genuine



"Beauty (*fit*) is in the eye of the beholder (*interviewer*)"



You only have one chance to make a first impression

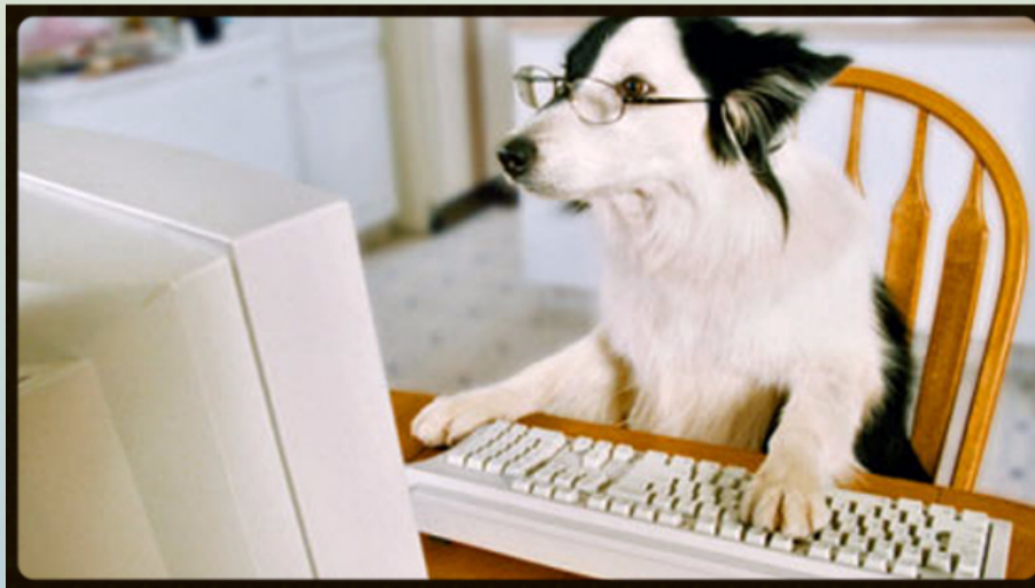


Cultural differences are a **POSITIVE**, but can be challenging to navigate



Identify what you **CAN** and **CANNOT** control

How to Prepare



Review the Job Description

Skills needed
Desired characteristics of ideal candidate
Corporate values

Create your STAR stories around these



Research

Mock Interview

- Schedule at least one mock interview with an EIR before any formal interview
- Practice often
 - Stories come easier
 - More natural stories
 - Polished and concise
 - Logical order

Review Traditional Interview Questions

Review the Job Description

- Skills needed
- Desired characteristics
- Ideal candidate
- Corporate values

Create your STAR stories around these



Common Characteristics Recruiters Seek in Masters Level Candidates

Genuine desire to work for the company

Relationship building

Leadership

Creativity

Communication skills

Flexibility and tolerance for ambiguity

Problem solving and analytical

Motivation and taking initiative

Teamwork

Technical knowledge and skill

Deliver results

Balancing priorities

Research

- **Corporate core competencies**
- **Corporate language**
- **Watch videos, search social media pages**
- **Who are your interviewers?**

Prepare Questions

- Prepare at least 10
- It's okay to ask the same question to multiple interviewers
- Expect 3-5 of the questions to be answered
- Write your questions down in your padfolio
 - It's okay to open the padfolio to reference your questions and take notes

Review Traditional Interview Questions

- There are usually some traditional interview questions asked, but often times interviewers will ask more unique questions to see how you think on the spot
- Prepare your answers, but be flexible

Mock Interviews

- **Schedule at least one mock interview with an EIR before any formal interview**
- **Practice often**
 - **Stories come easier**
 - **More natural stories**
 - **Polished and concise**
 - **Logical order**

Styles

ral

Technical

Case

Some interviewers
may incorporate
"stress"

tics

In Person

Group
One-on-one
Lunch/Dinner
Panel

will have
poses for
interview

Types of Interviews



Logistics

Screening

Phone
InterviewStream
Skype

In Person

Group
One-on-one
Lunch/Dinner
Panel

Companies will have
different purposes for
each type of interview

Styles

Behavioral

Technical

Case

**Some interviewers
may incorporate
"stress"**

Format

Introductions

Interview Outline

**Interviewer's
Questions**

Your Questions

- Task
- Action
- Results (lessons learned)

Know your "inventory" of accomplishments!

- What motivates you?
- Why should I hire you?

Be creative and genuine.
This is where you can showcase your passions!

Common Types of Interview Questions



See Resource Library on Career Connection for more resources on questions

The W... Que...

- Designed to see...
- Don't disguise a...
 - Ex: Perfectionist
- Use lessons learned
- Don't disclose work improved upon
 - Ex: Lazy, back
- Don't use a weak...
 - Ex: I don't w...

Your Questions

- Prepare a few questions, similar to the following:
 - Based on our conversation here today, what do you feel will be a greater challenge, should I be selected for the position?
 - What are the critical success factors for this position and how do you and the company's overall objectives?
 - What kind of people have been/are most successful in your organization?
 - If I started this job tomorrow, what would my top priority be?
 - I have thought my research that the company is doing a lot globally to meet Asia. What significant changes do you foresee in the future for the this department and the company as a whole?

"Tell me about yourself"

- Differentiate yourself through your story
- No more than 2 minutes
- Do not repeat your resume
- High level with most significant achievements
- Customize to show how you fit within the corporation

S.T.A.R.

- **Short, concise stories**
 - **S**ituation
 - **T**ask
 - **A**ction
 - **R**esults (lessons learned)

Know your "inventory" of
accomplishments!

Use S.T.A.R. for:

- Give an example of when you...
 - Worked on a team
 - Solved a problem
 - Took initiative
 - Demonstrated creativity
 - Dealt with conflict
 - Failed to complete task

Interviewers are looking for...

- **Specific examples and tangible results**
- **Connect previous experience to the role you're interviewing for**
- **Separate your contributions from those of the group**

**Use as many work examples
as possible, then volunteering
and classroom**

Career Switchers & Limited Experience

- Be able to demonstrate your impact and transferable skills
- Leverage your *MBA/MS* experience to explain your transition
 - Don't join 6 clubs if you're focusing in marketing (be intentional with your involvement)
- EBL: Case competitions, Consulting Field Projects, and fellowships demonstrate:
 - Analytical abilities
 - Presentation skills
 - Teamwork
 - Leadership

Open-Ended Questions

- Are you a team player?
- What motivates you?
- Why should I hire you?

Be creative and genuine.
This is where you can
showcase your passions!

The Weakness Question

- Designed to see if you are self-aware
- Don't disguise a strength as a weakness
 - Ex: Perfectionist, take on too much
- Use lessons learned from a STAR example
- Don't disclose weaknesses you have not improved upon
 - Ex: Lazy, bad at Excel
- Don't use a weakness critical to the job
 - Ex: I don't work well on teams

Your Questions

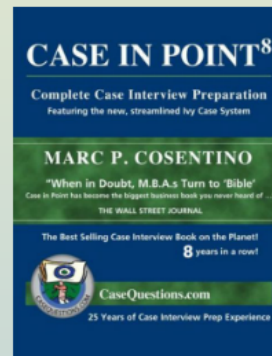
- Prepare a few questions, similar to the following:
 - Based on our conversation here today, what do you feel will be my greatest challenge, should I be selected for the position?
 - What are the critical success factors for this position and how do they link to yours and the company's overall objectives?
 - What kind of people have been/are most successful in your organization?
 - If I started this job tomorrow, what would my top priority be?
 - I found through my research that the company is planning to expand globally to east Asia. What significant changes do you foresee in the near future for the this department and the company as a whole based on those plans?

Follow Up

- Ask for contact information at the end
- Ask about next steps if not given
- Send thank you email
 - Send it to all of the people you interacted with
 - Something interesting you learned/discussed
 - Reiterate why you are interested
 - Thank them for their time and consideration
 - **Keep it short**
- Follow up with an email if you don't hear from them (according to their timeline)
 - Ask your advisor for advice if you're unsure

Resources

Career Connection
Resource Library



Executives in
Residence



Forbes

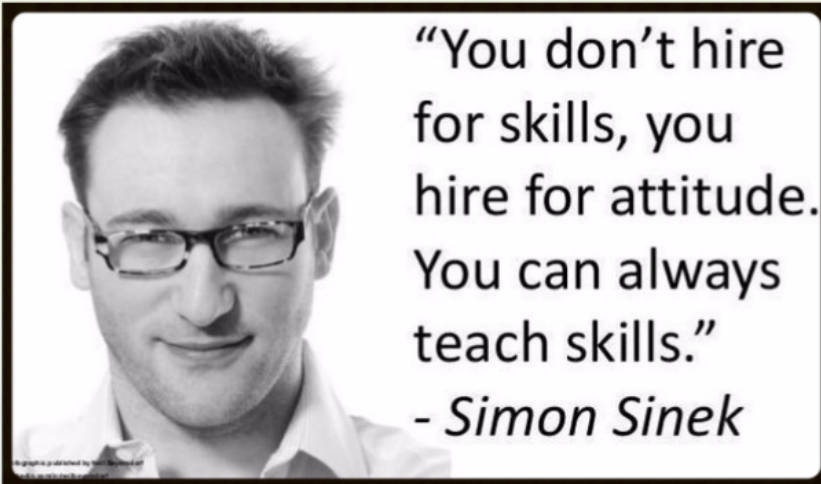
Videos by Kathryn Dill

<http://www.forbes.com/video/4202095663001/>

KatzBSchool

Pinterest

Final Thoughts



Learn from the "failures"



See TED Talk on failure

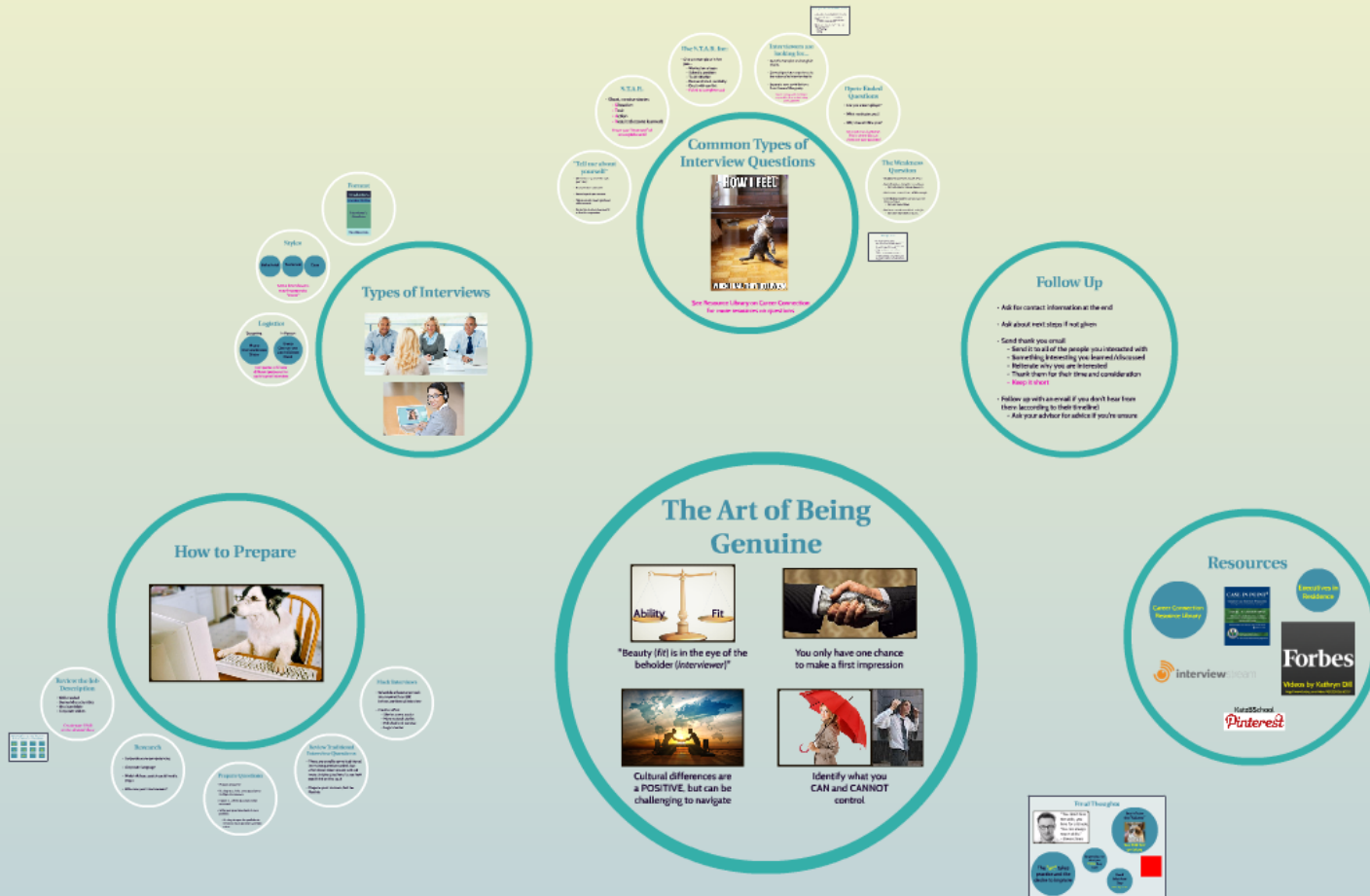
The "art" takes practice and the desire to improve

Be genuine, not what you **THINK** they want

Mock Interview Day

Friday, August 26th





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