Preparing for Interviews
For Your New Career

Self-Assessment & Company Research
Why Advance Planning IS Important

• Shows you’re taking your job search (and the organizations with which you’re interviewing) seriously
• Helps you be more comfortable and confident in interviews
• Helps you stand out from other applicants
Preparing for Interviews

• Knowing yourself through self-assessment

• Knowing the potential employer via company research
What is Self-Assessment?

• A process through which you become aware of your:
  strengths and weaknesses
  skills and abilities
  interests and values
  goals and aspirations
Questions to Consider

- What are your strengths? Weaknesses?
- Where do you want to be in five years?
- What is your major and why did you choose it?
- How did you choose to spend your summers in college?
- What do you think the employer is looking for when asking these questions?
Self-Assessment Help

• Make a list of the factors that are important for you to have in your job

• Writing out a list can help you evaluate organizations as you research and interview with them
Behavior-Based Interviews

• Based upon your past experiences
• Helps the interviewer see how you would react in different situations
• No “easy” way to prepare for behavior-based interviews
• Self-assessment can help you anticipate and be ready for these questions
How to Prepare for B-B Questions

- Analyze your own background
  
  List jobs, internships, volunteer experiences

  Choose 3-5 projects to analyze in detail
Look at Projects

• What was your role?
• What did you offer?
• How did you contribute?
• What skills did you develop/use?
• What did you learn about yourself?
• How did you react when problems arose?
• How did you interact with others?
• What are you most proud of?
• What would you do different next time?
Analyze

• What qualities do you bring to the table - in ANY project or work experience?
• What patterns are emerging?
• What are your primary skills?
• What positive attributes do you bring to any project or work experience?
• How do you react in work-related situations?
• What motivates you to do a good job?
Typical B-B Questions

• Tell me about a time when you were involved in a team project. What was your role? What did you contribute?
• Describe a time when you had to work under pressure. What was your role? How did you react? How did you contribute to the situation?
Self-Assessment - Conclusion

- Answering these questions helps you understand yourself
- What do you have to offer to employers?
- How can you articulate this to employers?
- Remember-“Know yourself”
Company Research

- Enables you to be more knowledgeable
- Enables you to ask better questions
Information to Obtain on Companies

- Major products/services
- Structure - major businesses and functions
- Industry niche
- Future strategy/direction
- Ownership/alliances

- Locations
- Revenues
- History
- # of employees
- Corporate culture
- Career opportunities available
- Contact information
Sources of Information

• The Career Center
• The Internet
• Print information
• People you know
Resources to Find Company Information

- Annual reports
- Recruiting literature
- Job descriptions
- Company profiles
- Alumni profiles
- Library

- Recent press clippings
- Industry newsletters and publications
- Class case studies
- Directories
  - WetFeet
  - Vault
People to Talk With

- Career center counselors and staff
- Faculty who have knowledge about or who have consulted for the company
- Classmates who have interned or worked for the organization
- Recent alumni from your school who are now employed by the organization
Information from People

• Things to remember
  You’re not interviewing for a job
  You’re networking with knowledgeable people, looking for information that will help you prepare for interviews
  Don’t talk (yet) with anyone who’s in a position to evaluate you as a candidate
Networking Questions to Ask

- Where does this company stand in the industry?
- Who are the organization’s major competitors?
- What are the strong and weak points of this company?
- What kind of people succeed at this organization?
- Who else should I be talking to?
- What other sources of information should I consult?
Interview-Conclusion

• Researching organizations before you interview is expected
• Know self-assessment and company research are the hallmarks of a solid interview preparation strategy
Visit the
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