Successful Interviewing

Career Opportunities & Employer Relations
COER

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Missouri S&T
Career Opportunities & Employer Relations (COER)
2011 Rankings

Services...

11th in the nation in 2011 among career centers
    —The Princeton Review

Salaries...

2nd in the nation for starting salaries among public universities
    —Payscale Inc.

2nd among Midwestern public and private universities in terms of starting median salary (starting median salary for Missouri S&T graduates is $58,600)
    —Payscale Inc.

15th in the nation among ALL universities, public and private
    —Payscale Inc.
Agenda

• 5 P’s
• Do’s & Taboo’s
• Dress
• Phone/WebCam Interviews
• Ethics
• Thank you’s
• Q & A
Interviewing

5 P’s

Prior
Planning
Prevents
Poor
Performance!
Interviewing Do’s & Taboo’s

Do’s

• Research the employer (before applying!)
  • Look at company’s videos on their website, YouTube
• SWOT analysis on yourself
  • Strengths, weaknesses, opportunities, threats
• Utilize key words
• Most employers utilize behavioral interview questions
  • Review them ahead of time!
• Professional dress over business casual
• Prepare 2-3 questions for the recruiter
• Have a nice portfolio/padfolio with you
Interviewing Do’s

Communication – Nonverbal

• Body language: lethargic, energetic
• Posture: arms, legs, shoulders, back
• Facial expressions
• Eye contact: business, social, intimate
• Handshake: confidence, always standing
• Listening skills
• Mannerisms
• Name tag
Interviewing Taboo’s

Taboo’s

• Not practicing behavioral based interview questions verbally
  • “CAR” response: Challenge, Action, Results
• Not trying on suit
• Not reviewing employer website
• Arriving late...
• Failure to send a thank you note within 24 hours
• Top 10 Interview Mistakes video
Interviewing Dress Tips

• Universal dress tips
  • Monitor perfume/cologne
  • Check for stains, missing buttons, hems
  • Press all garments, including undergarments
  • Polish shoes
  • Clean fingernails
• Rule of 13
  • Includes glasses, tie, belt, cuff links, hair accessories, earrings, necklaces, tie tacks, exposed buttons, shoe tassels, etc.
  • One accessory per wrist, one accessory per hand, and one earring per ear
Telephone Interviews

• Use land line, not cellular (if at all possible!)
• Peaceful location – neighbors, animals, other phones, electronic devices
• Should have resume & job description within sight
• Don’t put the employer on “hold”
• 80% of communication is visual, be mindful of your verbal communication
  • What image are your projecting?
WebCam/Online Interviews

• Quiet location – no distractions around
  • The COER has a webcam for you to use
• Make sure technology is working ahead of time
  • Practice setting it up (Skype, HireVue)
• Dress professionally (not just from the waist up!)
• Have resume, cover letter, job description handy
• Prepare as you would for an in-person interview
• Beware of non-verbal cues
Professional Ethics

• Interview genuinely
• Adhere to schedules
• Don’t keep employers hanging
• Accept a job offer in good faith
• Withdraw from recruiting when your job search is complete
• Write thank you notes
  • [Art of Saying THANK YOU video](#)
A sincere Thank You goes a long way...

It is always nice to hear “thank you” once in a while, especially when you’re new on a job. Remember that your colleagues and your boss also enjoying hearing this.

Examples:
- Takes you to lunch
- Gives you a gift
- Bonus or raise
- Hosts party
Interviewing

Top 5 Desired Skills

• Honesty & integrity
• Communication skills (verbal & written)
• Teamwork ability
• Strong work ethic
• Leadership skills

Employers interview 4 students for every 1 hire!
85% of job success is connected to people skills
COER Team

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Thank You!

Q&A

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