INTERVIEW
S.T.A.R.

Career Opportunities & Employer Relations (COER)
3rd Floor Norwood Hall

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## What Employers Want

### NACE Job Outlook - 2015
1. Teamwork
2. Problem Solving Skills
3. Communication Skills
4. Plan, Organize, & Prioritize Work
5. Analytical Skills
6. Data Analysis
7. Technical Skills
8. Computer Proficiency
9. Create/Edit Written Reports
10. Sell/Influence Others

### Missouri S&T Employers
1. Ethical Behavior
2. Problem-Solving Skills
3. Teamwork
4. Initiative
5. Communication/Analytical Skills
6. Interpersonal Skills
7. Technical Skills
8. Adaptability
9. Detail-oriented
10. IT Skills
What You Sound Like in an Interview...
Communication Skills

- Verbal
  - Think before you speak
  - Use direct and concise language
  - Pronounce words completely and correctly
  - Vary your vocal tone
Communication Skills

> Non-Verbal
  - Body language
  - Posture
  - Facial expressions
  - Eye contact
  - Handshake
  - Listening skills
  - Mannerisms
3 Types of Interviews

> Non-Verbal
  - On-campus
  - On-site/Plant trip

> Telephone

> Technology-facilitated
  - Online video conferencing
  - Skype
  - Videotelephony (Facetime)
Traditional Interviews

> On-campus
  - Know your competition
  - Know yourself and what you have to offer
  - Know what to bring
Traditional Interviews

> On-site/Plant trip
  - Allows the company to assess you
  - Allows you to see the company and meet some of its employees
  - Remember that you will be evaluated by everyone at all times
Plant trip – Travel Arrangements

> Get contact name, number, email

> Airplane tickets & hotel reservations

> Courtesy van or taxi from airport

> Check for messages

> Keep receipts

> Fees paid by company generally include:
  - Parking
  - Taxi
  - Meals
  - Hotel
  - Tips
Day of Plant Trip

> DON’T BE LATE!

> Request wake-up call or take an extra alarm clock

> Check out of hotel

> Treat everyone as a potential evaluator

> Expect 3 to 5 hour-long interviews

> Some interviews are in groups of 4 to 12 candidates

> You will tour the facility

> Tests are sometimes given:
  - Drug
  - Personality
  - Math
  - Skills assessment
Plant Trip – What to Look For

> Do the employees seem.....
  - Happy?
  - Tense?
  - Bored?
  - Challenged?
  - Overworked?
  - Comfortable?

> Are your questions being answered?

> Does it seem like a good place to work?
Plant Trip – Dining Etiquette

> Follow the lead of the host
> Don’t order messy foods
> Don’t drink or smoke
> Order moderately priced items
> Pace your eating
> Excuse yourself between courses
> Be polite to any and all servers

NEXT ETIQUETTE DINNER
WILL BE ON:
Tuesday, October 11th, 5-7pm
St. Pat’s, Havener Center
Pre registration required by October 5th
Telephone Interviews

> Be mindful of your verbal communication
> Use a land line
> Find a peaceful location
> Have resume and job description nearby
> Don’t put employer on hold or multi-task
Technology – Facilitated Interviews

> Find a quiet location
> COER has a webcam
> Make sure technology is working
> Practice setting it up
> Have resume and job description nearby
> Prepare as you would for a face-to-face interview
> Dress professionally
> Be mindful of verbal and non-verbal communication
GAME TIME!!
Interviewing Do’s

> Research the employer before applying!
> Do a SWOT analysis on yourself
> Brush up on behavioral interview questions
> Utilize key words for your major
> Prepare 2-3 questions for the recruiter
> Have a nice portfolio/padfolio with you
Interviewing Taboos

- Arriving Late
- Checking or answering your phone
- Not trying on suit – dressing inappropriately
- Talking negatively about past employers/professors
- Appearing disinterested in the job
- Not researching the company
- Not being prepared
- Not asking questions
- Talking too much – not focusing on questions being asked
- Discussing salary or benefits too soon
- Not sending a Thank You note

S&T Employers complained specifically about this issue!
Interviewing Dress Tips

- Monitor perfume/cologne
- Check for stains, missing buttons, hems
- Iron all garments
- Shine shoes
- Clean fingernails
- Rule of 13 accessories
Professional Dress for Men

- Short hair always fares best and no earrings. If you normally wear one, take it out.
  Don’t wear cologne.

- The point of your tie should lay over your belt buckle. The smaller the pattern and the darker the tie, the more authoritative the look.

- Fasten the top two buttons on a three-button suit. A double-breasted suit should always be buttoned when standing.

- The cuff of your shirt should extend about a half inch beyond a jacket sleeve. If your shirt has a button on the sleeve above the cuff, button it.

- Uncared-for shoes can ruin an otherwise polished appearance. Wear wing-tip shoes or other lace-ups, such as Oxfords, with cap toes with traditional suits. These should be black or brown leather. Do not wear loafers or buck shoes.

> Wear long sleeve shirt with a suit
> Wear dark socks that reach mid-calf
> Make sure your shirt is ironed
> Monitor amount of cologne
Professional Dress for Women

- Long hair should be pulled back or put up and secured in place. Short hair should be neatly styled out of the face.

- Pair a white or off-white blouse with a dark suit.
  Stick with a basic button-down blouse or a shell without ruffles or other embellishments.

- Your skirt or dress should be at least knee-length and a dark to medium color.
  A print dress is fine if the pattern is muted and conservative.

- Stick with pumps or flats.
  Choose a pump with a closed toe and a 1.5- to 2-inch heel in black, brown, or navy.

- Pant and skirt suits are acceptable
- Always wear nylons/pantyhose
- Use classic simple jewelry
- Monitor amount of makeup and perfume
- Rule of 13
Ethics & Professionalism

> Be honest
  - Provide accurate information about your work experiences, GPA, major, etc., on your resume, cover letter, application, and during interviews

> Interview genuinely
  - Only interview with employers you are sincerely interested in working for or whose eligibility requirements you meet
Ethics & Professionalism

> Adhere to Interview Schedule
  - Keep all interview appointments unless unforeseeable events prevent you

> Exercise Prudence on Interview Expenditures

> Don’t Keep Employers Hanging

> Accept a Job Offer in Good Faith
  - Have every intention of honoring your commitment
Ethics & Professionalism

> Withdraw from Recruiting when Job Search is Completed

  - Withdraw from on-campus recruiting process
  - Decline future interview offers
  - Contact other companies you’ve interviewed with and notify them of your job acceptance

> Reneging on Job Offers has Consequences
Report Your Job Offer

> Take online “Career Outcomes Survey”
> Makes an investment in the future value of your degree
> Helps your academic department
> Information is held in strict confidence
Student Services

- Resume Reviews
- InterviewStream
- Professional Development Seminars
- Career Fair
- GoinGlobal
- Etiquette Dinner
- Destination Survey
- StrengthsQuest
- Professional Development Planning

- Practice Interviews
- Individual Advising Sessions
- Employer Sponsored Events
- MinerJobs
- Free Suit Closet
- Co-op / Internship / Externship
- Alumni Services
- LinkedIn Reviews
- Career Planning
FRESHMAN

- ATTEND New MinerJobs Users Orientation
- REGISTER in MinerJobs and GoinGlobal
- CREATE a resume and have it reviewed
- CREATE a LinkedIn profile and have your profile picture taken
- CHECK-OUT career.mst.edu
- ATTEND a COER workshop
- START a “Career Development File”
- LEARN about different career paths
- VOLUNTEER or JOIN a design team/student organization
- BUY a suit or VISIT the COER Suit Closet
- WRITE a Power Introduction
- NETWORK at employer infromation sessions and career fairs

SOPHOMORE

- UPDATE your resume and have it reviewed
- UPDATE your LinkedIn profile and photo
- RE-REGISTER for GoinGlobal and update your MinerJobs profile
- JOIN campus organizations
- CONSIDER co-op, internship, externship & study abroad opportunities
- ATTEND COER workshops
- SCHEDULE a practice interview
- TAKE Strengths Quest assessment
- START building your online brand
- RESEARCH companies you are interested in
- ATTEND BOTH career fairs
- DEVELOP relationships with faculty and employers
- BEGIN a reference page
- OTHER: __________________________

PROFESSIONAL DEVELOPMENT PLAN

JUNIOR

- BECOME a leader in an organization
- UPDATE your resume and have it reviewed
- UPDATE your LinkedIn profile and photo
- RE-REGISTER for GoinGlobal and update your MinerJobs profile
- SECURE a co-op or internship
- ATTEND COER workshops
- SCHEDULE a practice interview
- ATTEND BOTH career fairs and continue networking
- WRITE a cover letter
- INVESTIGATE Graduate School
- MAINTAIN your online brand
- COMMUNICATE with your references about your job search
- OTHER: __________________________

SENIOR

- ADAPT your resume to each job you apply for
- UPDATE your LinkedIn profile and photo
- RE-REGISTER for GoinGlobal and update your MinerJobs profile
- PURCHASE a business suit
- ATTEND the COER Etiquette Dinner
- RESEARCH average starting salaries for your major
- ATTEND BOTH career fairs and continue networking
- TAKE graduate school entrance exams
- EVALUATE job offers; seek assistance from COER Career Advisor if needed
- REPORT your post-graduation plans to COER
- OTHER: __________________________

Students who follow our Professional Development Plan on average earn 4% higher starting salaries!
COER Calendar of Events

CAREER OPPORTUNITIES & EMPLOYER RELATIONS

Fall 2016 Calendar of Events

Third Floor, Norwood Hall | (573) 341-4343
Office Hours: 8:00 a.m.—5:30 p.m.
Thank you!

Q & A

Email: career@mst.edu
Phone: (573) – 341 – 4343

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