JOB INTERVIEW RESEARCH

Career Opportunities & Employer Relations (COER)
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The Importance of Research

Do you research a product before making a large purchase?
How to Stand Out
Where Do You Begin?

> Read the job description
> Review the company’s career site
> Reach out to current employees
> Check social media
> Mentor-A-Miner
News & Events

> Read the company’s blog
> Review recent press releases
> Check out the latest company news
> Search their social media

> Facebook, Twitter, Instagram, LinkedIn
Follow Company Pages on LinkedIn

> Benefits of following the company on LinkedIn

> Allows you to see who works at the company

> Shows growth of company and movement of staff

> Gives updates on job opportunities

> Informs followers of upcoming events
Get The Inside Scoop

> Friends
> Family
> Alumni network
  - LinkedIn
> Fraternity/Sorority
> Additional Websites
  - Glassdoor.com
A Source Closer to Home:
libguides.mst.edu/companyinfo

> Company Profiles
> Articles
> Annual Reports
> SWOT Analyses
  > Strengths, Weaknesses, Opportunities, Threats
Learn the Key Players

> Managers
> Department Directors
> Vice Presidents
> CEO/President
Culture, Mission, & Values

> What is the company’s mission statement?

> What are the strategic goals?

> How does the company expect employees to be engaged?
  > Community Service

> What is the work environment like?
  > Offices/Cubicles/Collaborative Space
Clients, Products, & Services

> Who do they work with?
> What do they create or help produce?
> What types of services do they provide?
> Who are their competitors?
The Interview Team

> Find out who will be interviewing you

> Ask about the interview format:
  > Multiple interview times/interviewers?
  > Panel interview?
  > 1 on 1?
The Best Way To Utilize Your Research

> Compliment the company
  - “I love that your company recycles.”

> Never criticize

> Tell them how your expertise can benefit them on any upcoming projects they may have.

> Emphasize how company values align with your own.
The Payoff

> Hiring Managers respect candidates who have taken the time to research the organization

> Recruiters will value your dedication to the selection process
you're hired!
Student Services

- Resume Reviews
- InterviewStream
- Professional Development Seminars
- Career Fair
- GoinGlobal
- Etiquette Dinner
- Strengths Quest
- Destination Survey
- Professional Development Planning
- Practice Interviews
- Individual Advising Sessions
- Employer Sponsored Events
- MinerJobs
- Free Suit Closet
- Co-op / Internship / Externship
- LinkedIn Reviews
- Alumni Services
- Career Planning
**Professional Development Plan**

**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 information 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!
Thank you!

Q & A

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