FROM “OH NO!” TO PRO – INTERVIEW AND NETWORKING SKILLS

Presented By:

TEXAS A&M UNIVERSITY CORPUS CHRISTI CAREER SERVICES
I. Before the Interview
   - Skill Identification
   - Do Your Research
   - What to Bring
   - What to Wear
   - Schedule a Mock Interview

II. The Interview
   - Introduction
   - Question Types

III. After the Interview
   - Send a Thank You Letter
   - Check the Status of Your Application
I. BEFORE THE INTERVIEW: SKILL IDENTIFICATION

- **Identify key skills for the position:**
  - Skills can be categorized as:
    - Technical
      - e.g. computer software
    - Communication
      - e.g. interpersonal, building rapport
    - People
      - e.g. team work
    - Problem-Solving
      - e.g. analytical, critical thinking

- **Find these relevant skills through researching:**
  - Job description
  - The field
  - www.bls.gov
What to look for when doing company research:
- Company history
- Facts and key people
- Types of products/services offered
- Main competitors
- Target market
- Suppliers/Affiliates
- Mission, vision, values
- Current events within that company/awards
WHAT TO BRING

- Bring enough copies of your resume
  - 1 to 1 interview
  - Panel Interview
- Arrive 10-15 minutes early
- Briefcase or portfolio
- Bring your energy/enthusiasm/motivation/passion for the field/smile!
- Do NOT bring:
  - Your cellphone/tablets/iPads/iPods, etc.
  - Your backpack
  - Large purse
WHAT TO WEAR

Men

- Suit: single or double-breasted, small pinstripes or solid shades of charcoal, navy or black
- Shirts: Button down, long sleeve light colors, starched
- Shoes: Well-Polished, black or brown leather
- Ties: solid, thin striped or small geometric print. Bottom of tie should meet belt line
- Misc.: Cover tattoos, socks are a dark color that compliments suit, clean shaven, no cologne

Women

- Suit or tailored dress in solid shades of grey, navy, black
- Skirts: hemmed above the knee
- Shirts: white or pastel colored blouse, silk, cotton or polyester with a conservative neckline
- Shoes: polished, close toe with low heels
- Misc.: minimal accessories, subtle makeup, nails should be neat with no or neutral color polish, no perfume
- 5-7 pieces of jewelry
- cover visible tattoos
TELL ME ABOUT YOURSELF

- **Step 1**
  - Restate your name, where from, and your major/degree
  - Areas of interest
- **Step 2**
  - Summarize your work/school/intern experience as it relates to that position
  - Be specific about what they are looking for
Practice makes perfect
- Being prepared for common interview questions will help you feel more confident and give a sense of control to the interview.

- What are some of your strengths and weaknesses?
- How do you resolve conflict?
- How do you prioritize when you have many deadlines?
- What is your proudest accomplishment?
- What are your technical skills?
EVERY INTERVIEW WILL ASK YOU BEHAVIORAL INTERVIEW QUESTIONS, ANSWER THEM WITH THE S.T.A.R. TECHNIQUE

- **Situation**
  - Academic or professional
  - Do not place blame

- **Task**
  - Task you had to accomplish or the problem that you had to solve to overcome the situation
  - State the facts in a concise manner

- **Action**
  - Action taken to resolve situation
  - Start with basic preparation → planning → implementation

- **Result**
  - The solution you came up with/had a part in
Practice makes Perfect!

Meet with your Career Counselor to do a mock interview

- Being asked questions related to the field/position
- Practice answering as if it were an actual interview
- Get feedback from your counselor
- Learn the different types of interview questions
  - Traditional and Behavioral
    - e.g. “Tell me about yourself” (Traditional)
    - e.g. “Tell me about a time when...” (Behavioral)
- Prepare to answer questions that have a negative tone
  - e.g. “What is your greatest weakness?”
- Ask questions at the end of your interview!
II. AFTER THE INTERVIEW:

- **Follow-Up**
  - Send a thank you letter within 24 hours after the interview (thank you letter template in Career Guide @http://career-services.tamucc.edu/)
  - Check the status of your application
  - Call/email the contact for the position within **2 weeks** after the interview for follow-up
Focus on relationships, not transactions
Mindset: “How can I help?”
Be impressionable
Don’t make the process about you
Get involved
Follow-up:
- 24/7/30 formula
  - 24 hours
    - Drop them a note (i.e. pleasure meeting them and hope to continue to cross paths again)
  - 7 days
    - Connect on social media
      - LinkedIn, FB, follow on Twitter
  - 30 days
    - Set up a face-to-face meeting
      - Find out more about what they do and look for ways to help them

“Good networking is all about investing in some social capital before asking for a withdrawal.”

-Ivan Misner, Founder & Chairman of Business Network International
MARKETABLE SKILLS AT A GLANCE

- CRITICAL THINKING AND PROBLEM SOLVING
- ORAL AND WRITTEN COMMUNICATION
- TEAMWORK AND COLLABORATION
- LEADERSHIP
- CAREER MANAGEMENT
- TECHNICAL SKILLS
- PROFESSIONALISM AND ETHICS
RESOURCES

- Career Services
  - http://career-services.tamucc.edu/current%20students/Resources.html
- Bureau of Labor Statistics to research fields
  - www.bls.gov
- Most common interview questions
- Career Guide
QUESTIONS?

Career Services
361.825.2628
career.services@tamucc.edu
http://career-services.tamucc.edu

Offices:
UC 304

Services:
Resume & Cover Letter Reviews
Mock Interviewing
Career Exploration
Job Postings
Career Fairs
Various Career Related Events & Workshops