“Interviewing Skills”

Dick Orton
Realities

- Level of competition for any job set by attractiveness of opening

- Graduation from your program increases likelihood of being considered for attractive positions with best firms – but also places you in competition with the best talent

- In intense competition between highly qualified candidates, “small advantages” can be decisive
Senior Client Officer’s Comments

1. People skills
2. Common sense
3. Personality; how they would fit within group
4. Candidate looks you in the eye
5. Previous work experience
Senior Technical Contributor’s Comments

1. Personality; how they fit in, how they talk
2. Have interest and ask questions about company and position
3. Candidate’s background appropriate for position, correct degree
Senior Project Manager’s Comments

1. Willingness to work in field and their attitudes
   “I don’t want a candidate to think field work is below them.”

2. Look at personality fit, look for candidate who is willing to learn and understand company/group

3. Does candidate have any other language skills
Senior Project Manager’s Comments

4. I’m interested in their program of study, who their professors were, extra curricular activities, if they participated in an internship program, have they worked with consultants

5. Look at the mix of course work

6. Look at their research and their thesis and who it is supported by
Senior Resources Manager’s Comments

1. Previous work experience (shows initiative)
2. Personality; sense of humor
3. Grades
4. Enthusiasm (the way they answer questions)
5. Their interests outside of work (well rounded)
Civil Engineering “Headhunter’s Comments

1. “10 Second” rule
2. 70% chemistry and personality
3. Seller/Doer
Vice President of Human Resources - 200 MM Environmental Services

1. “Enthusiasm
2. Desire – expressed interest in joining any company
3. Positive attitude
4. “Glass of beer” test
President U.S. Subsidiary of European A&E Firm

1. Hire & fire on attitude
2. Demeanor – how an applicant conducts him/herself
3. Technical credentials
CEO - 250 MM Environmental Services Firm

1. Personality
2. Overall intelligence and knowledge
3. Drive/ambition
4. “Life Experience” beyond expected education and technical experience
President – 40 MM Civil Engineering Firm

1. Confidence – as expressed by relaxed and articulate discussion of personal goals

2. Comfort – do I feel at ease having a conversation with individual – do we share values?

3. Knowledge – displays skills necessary to do job - knows important things, people and places connected with skill area, managerial or technical
Interview Strategy

- The idea of winning
- A game of inches
- The two-way street – Equal participation
- Understanding what companies look for
Pitfalls

- Lack of preparation – know the company
- Jekyll & Hyde – be yourself physically and verbally
- Expectations – be realistic
- Failing to demonstrate key skills and “human qualities”
Stereotypes

- Too theoretical – can’t do real work
- Don’t understand anything about business:
  - Financial
  - Business Development
  - Entrepreneurship
- Are difficult to work with on a day-to-day basis
Overcome Stereotypes in the Interview

- Demonstrate practical, pragmatic applications of your knowledge to problems the potential employer faces.
- Show you know what is needed – how to effectively use your training and experience.
Overcome Stereotypes in the Interview

- Demonstrate evidence of business savvy/acumen (do you have it?)
  - Business experience
  - Start-ups
  - Investing
  - Other

- Demonstrate you are a team player able to work well with others – interest in practical problem-solving with people
The Edge

- Demonstrating knowledge of and excitement for prospective employer’s work and reputation
- Exhibiting enthusiasm for prospective role
- Presenting unique or innovative approaches to potential employer’s actual work assignments
- A sense of humor
Thanks for your time and attention…

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