JOB INTERVIEWING
TECHNIQUES

Career Enhancement Workshop

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SOLVING THE MYSTIQUE OF INTERVIEWING
INTRODUCTION

- Modes of Interviewing
- Three Employer Concerns
- Five Critical Questions
- Seven Types of Interviews
- Experiences in Interviews
- Your Readiness
- The Interview
- Closing the Interview
- Follow-up Communications
- References
MODES OF INTERVIEWING

- Telephone Screenings
- On-Campus Interview
- On-Site Interview
- Off-Site Interview
- Third Party
- Facility Visit
THREE EMPLOYER CONCERNS

- **Skill Concerns**
  - Can you do the job?

- **Personal Characteristics Concerns**
  - Will you do the job?
  - Will you get along well with others?
  - Are you manageable?

- **Money Concerns**
  - Can the company afford you?
FIVE CRITICAL QUESTIONS

• What Do You Consider Your Weaknesses?
• What Do You Consider Your Strengths?
• Describe a Failure in Your Professional Life
• Describe a Success in Your Professional Life
• Why Are You Leaving Your Current Position?
SEVEN TYPES OF INTERVIEWS

• Layered Questions Interview
  - Series of questions designed to gather information about the Three Employer Concerns

• Performance/Role Play Interview
  - Candidate role-plays job functions to assess specific skills

• Stress Interview
  - Intended to put candidate under stress and assess reactions
SEVEN TYPES OF INTERVIEWS

• Informal Interview
  ➢ Intended to get the candidate to reveal more information than they might otherwise

• Reverse Role Interview
  ➢ The candidate becomes the interviewer

• Assessment Instruments Interview
  ➢ Various types of techniques are used to determine if candidate is a good fit
SEVEN TYPES OF INTERVIEWS

• Combination Interview
  ➢ A combination of two or more interviews

NOTE: There are “Successful Strategies”
EXPERIENCES IN INTERVIEWS

• Committee or Group Interview
• Committee Broken Into Smaller Groups
• Face-to-face
• Assessment Testing
• Screening (Drug, Polygraph, Background Check)
• Odd Requests (Presentations, Description of Box)
YOUR INTERVIEW READINESS

- Understand Yourself
  - Likes & dislikes
  - Things I like to do
  - Things I do well
  - Goals & objectives
  - Personal drivers

- Gain Company's Vital Signs

- Are You Excited?  You'd Better Be!
YOUR INTERVIEW READINESS

- List Your Questions
  - What is company mission?
  - What is company culture?
  - What is work environment?
  - Explain org chart & responsibilities
  - What is it like to work here?
  - How do I fit in?
  - How do you plan my intake?
  - Other - personal needs
THE INTERVIEW

• Knock Off The Anxiety
  - Need A Fun Mindset
  - First Impressions Count
  - Exude confidence

• Read Your Interviewer
  - Who will talk most?
  - Introvert vs. Extrovert?
  - Make him/her be the talker
  - Understand his/her role
  - Where does he/she fit in?
  - Is he/she excited about this?
THE INTERVIEW

• If In Their Facility
  ➢ Ask for time with associate
  ➢ Ask for lunch in cafeteria
  ➢ Keep eyes & ears open
  ➢ Listen to gossip – what do they talk about?
  ➢ Be shown your workplace
  ➢ Have a facility tour
  ➢ Is this a cheerful place?
THE INTERVIEW

- This Is A Two-Way Process
- Be Honest, Sincere & Ethical
- Be Gracious, Show Interest
  - He/she may hate to interview; could be a great company
- Don't Try To Overwhelm Or Fake Him/Her With Your Knowledge
  - Could well be the sharpest knife in the drawer or a power broker
THE INTERVIEW

- Observe, Listen, Observe
  - Are people happy?
  - Place clean or cluttered?
  - Rest room conversation?
CLOSING THE INTERVIEW

• Clarify Job Responsibilities and Review Your Related Qualifications
• Ask Other Job Related Questions
  ➢ What are the measures of success for the position?
  ➢ What are your immediate goals for the position?
CLOSING THE INTERVIEW

• Ask If There Will Be Other Interviews
  ➢ What is the next step?
• Ask for a Business Card From Each Person With Whom You Interviewed
• Always Leave on a Positive, Assuming, Winning Note
CLOSING THE INTERVIEW

• What **NOT** To Do:
  - Don’t ask about salary or benefits before the employer does
  - Don’t call into question the employer’s ethics
  - Don’t ask for an evaluation of your interviewing skills
  - Don’t be negative
THE INTERVIEW
AFTERMATH

- Remember - Follow-up Communications

This Is A Practice Session -
This Is Not The End Of The World !!

Always Be Mindful –
THIS EMOTIONAL EXPERIENCE,
REGARDLESS OF OUTCOME, IS ONLY
A “SPEED BUMP” IN YOUR CAREER
“CROSSROADS” PROCESS
References

• http://www.careerperfect.com/
• http://www.careermag.com/
• http://www2.aiaa.org/career/index.cfm
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• http://www.individualsoftware.com/