Managing Your Career in the 21st Century

SOLVING THE MYSTIQUE OF INTERVIEWING

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THE OPPORTUNITY

- Always Be Ready to Interview
- Could Be Casual or Formal
- Could Be in a Store or on a Street Corner
- Could Be at Work or a Social Affair
- Could Be at a Professional or Fun Event
- First Impressions Really Count

Your Next “Boss” May Be Beside You
- At An Unexpected Time Or Place
APPROACH

✓ Personal Preparation
✓ Modes of Interviewing
✓ Three Employer Concerns
✓ Five Critical Questions
✓ Seven Types of Interviews
✓ Experiences in Interviews
✓ Your Readiness
✓ The Interview
✓ Closing the Interview
✓ Post Interview Actions
✓ The Interview Aftermath
PERSONAL PREPARATION

✓ Appearance and Attitude Do Count!
✓ What Are My Strengths and Weaknesses?
✓ What Are The Things I Do Well?
✓ What Are The Things I Like To Do?
✓ What Are The Things I Dislike Doing?
✓ What Are My Satisfiers, Constraints and Needs?
✓ What Excites Me?
✓ How Do I Measure Success?
✓ What Kind of Person Am I?
What Kind Of Person Am I?

✓ An 8-5 Person
✓ An Introvert or Extrovert
✓ High Energy or Low Energy
✓ A Leader or Follower
✓ Easily Bored or a Hater of Routine
✓ Always "Up" or Easily Dismayed
✓ Uninterested or Untested
✓ A Risk Taker
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
EXPERIENCES IN INTERVIEWS

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

✓ Notify References
✓ Understand Yourself
  • Likes & dislikes
  • Things I like to do
  • Things I do well
  • Goals & objectives
  • Personal drivers
✓ Gain Company's Vital Signs
✓ Research Your Interviewers and Company Officers
YOUR INTERVIEW READINESS

✓ List Your Questions
✓ Keep One In Your “Back Pocket”
  • 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 – perhaps personal needs
Are You Excited? . . .

YOU’D BETTER BE!
THE INTERVIEW

✓ Knock Off The Anxiety
  • Gain a fun mindset and exude confidence
  • First impressions count

✓ Turn Off Your Communications Gear

✓ Read Your Interviewer
  • Who will talk most?
  • Introvert vs. extrovert?
  • Make him/her be the talker
  • Understand their role and how they 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 and Ethical
✓ Be Gracious, Show Interest
  • Your interviewer may hate to interview; could be a great company
✓ Don't Try To Overwhelm Or Fake Anyone With Your Knowledge or Your Measurement of Personal Self-Worth (Super-sized Ego)
  • They could be the sharpest knife in the drawer or a power broker
THE INTERVIEW

✓ Observe, Listen, Observe
  • Place clean or cluttered?
  • Are people happy?
  • Rest room conversation?

Do You Want to Work Here?
CLOSING THE INTERVIEW

- Clarify Job Responsibilities and Your Accountabilities
- Review Your Related Qualifications
- Assure Mutual “Understanding of Expectations” – Yours and Theirs
- 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 Your “Back Pocket” Question
✓ Ask If There Will Be Other Interviews
  • What is the next step?
✓ Ask for a Business Card From Each Person With Whom You Interviewed
✓ Be Ready to Negotiate
✓ 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
POST INTERVIEW ACTIONS

✓ Follow-up Communications
   • Oral and written

✓ Position Acceptance/Rejection
   • Oral and written

✓ Human Resources Organization
   • Do not circumnavigate them unless you have prior approval from them
THE INTERVIEW AFTERMATH

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 PROCESS