



## INTERVIEWING WITHOUT THE ANGST

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# Agenda

- Review pre – interview checklist
  - Resume
  - Job listing
  - FAIQs and C.A.R. stories  
(Challenge, Action, Result)
  - Research
  - Employer questions
- Post interview
  - Quick notes
  - Thank you notes



# Being Prepared: There's No Substitute

- Resume
  - Does it accurately reflect your work and school experiences?
  - Is it easy to read and formatted nicely? Does it fit on one page?
  - Did you include awards received? Interests? Groups/club memberships?
- Job Posting
  - Highlight what is needed
  - Align your skills with a job description
  - Identify as best you can the needs of employer

# Being Prepared: Rehearse

- Rehearse Challenge, Action, Result (C.A.R.) stories
  - Think of a challenge/task you faced.
  - Identify the actions taken to address the challenge/task.
  - What was the result?
- Practice answers to frequently asked interview questions
  - Tell me about yourself.
  - Strengths? Weaknesses?
  - Tell me about a time when .....?
  - Why do you want this job?
  - Why do you want to work for this company?



## Being Prepared: Research – 3 Types

1. Company (including competition)
2. Industry
3. People (CEOs, company officers, recruiters)



## Being Prepared: Asking the Right Questions

- Why ask questions?
- How many?
- What is appropriate?



## Questions for Employers: Some Examples

- A few samples
  - What would my typical day be like?
  - I'm curious about your career path. How did you land in this position?
  - Why do you like working here?
  - When do you (or the team) anticipate making your hiring decision?
- Ask a question related to the company or industry
  - Check out a recent press release on company website
  - Read about the company's competition
  - Explore further something that was discussed in the interview

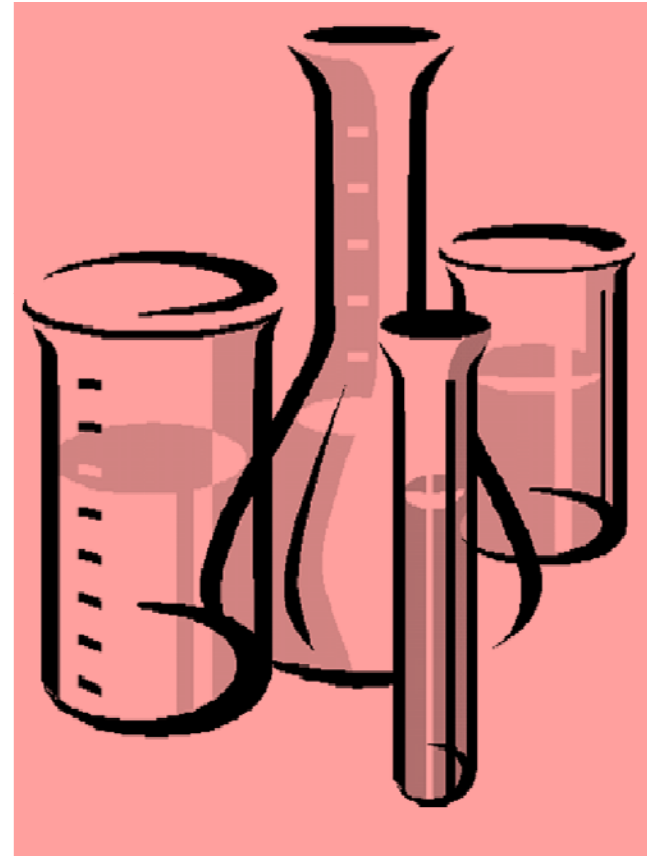
# Qualities Employers Value

- ▣ Positive attitude
- ▣ Enthusiasm
- ▣ Communication skills (written, oral)
- ▣ Interpersonal skills
- ▣ Confidence
- ▣ Critical thinking and problem solving
- ▣ Self motivation
- ▣ Teamwork
- ▣ Ability to take direction
- ▣ Flexibility
- ▣ Leadership



# Chemistry

What does chemistry have to do with interviewing?



## After the Interview



# Can't be Prepared for Every Question



## In Conclusion

*research  
practice more  
breathe*

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