

Interview Boot Camp

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Pre-Pre interview

- Beginning freshman year of college students should begin prepping for jobs in two ways.
 - First they should focus on securing a high of a GPA as possible. GPAs are most important at the beginning of college due to the fact that there is only the one GPA from the first semester and not others to weigh it down.
 - Second, students should focus on getting involved in extracurricular activities that they find interesting on campus. These will both boost resumes as well as give students talking points during interviews.
- Networking
 - Before receiving an interview for a full time job, companies will review your resume and decide whether to even accept you for the interview. One of the main things that companies look for on resumes is past experiences, namely internships. Due to this it is important to have an internship as early as possible, ideally having one following sophomore year, however, an internship after junior year is practically a necessity to receive a job.
- Understanding different types of interviews
 - There are different types of interviews such as behavioral interviews, case interviews and technical interviews. Know which ones will apply to the types of jobs that you are applying for so you can be better prepared for any type of questions.

Pre Interview

- Networking
 - One of the main advantages of going to a University such as Notre Dame is becoming a part of the Notre Dame network. In order to fully realize this network and the advantages that come with it when searching for a job, it is essential to network with potential employers during the interview cycle. Reaching out through linkedin or email can help set you apart from other interviewees.
- Practicing answers
 - Once you have an idea of the type of interview that will be had (behavioral, case, or technical), it is critical to practice answering the questions that might be asked. For example, if you are aware the interview will be behavioral, there are typically a bag of behavioral questions that all companies use that might be phrased slightly differently. Such as “what leadership roles have you had during college?” Knowing these questions and having stories prepared ahead of time to answer them, will help you talk more freely during the interview.
- Company research

- At the end of the interviews companies will give time for you to ask questions of them. It is critical to do research on the company before hand and have thought provoking questions to ask. It shows that you put in the time to look into the company thoroughly and are truly interested in the work they do.
- Resume review
 - The career center is a great resource to consult before an interview, especially if you are not an experienced interviewer. The Center offers resume reviews both for walk ins or scheduled appointments. This is a great idea if you have just made a new resume, or if you are looking to change your resume to highlight new activities or accomplishments. Make sure you bring a paper copy of your resume.
- Interviewer Research
 - Some companies won't tell you who is interviewing you ahead of time, but if you do know it can be advantageous to do some research on who you'll be talking to. LinkedIn is a great resource for this. I would not necessarily reveal that you have done research on the interviewer, but by knowing their background you could ask questions that they are more excited to answer. For example, if you notice your interviewer has been at XYZ company for 30 years, you could ask them how they feel XYZ has changed since they've been there.
- Information Sessions
 - Information sessions are a great way to get your foot in the door with a company. They are usually informal, and take place in the days leading up to a career fair. This is especially useful because if you make a good impression at an information session, when you see the same recruiter at the career fair you will stick out from the crowd because they know you. Do research on the company before an information session so that you can have an informed discussion with the recruiter during the session. Another good way to show interest is to take a program or project the recruiter mentions during the information session, and do research on that thing before you see them again at the career fair. This not only gives you something interesting to talk about, but also shows your interest in the company.
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Interview

- Dress code

- Men – Unless SPECIFICALLY stated by the company, the expectation for any interview is business professional, which means a full suit and tie. Make sure your shoes, tie, and socks are all the same color. Also try not to be too flashy or trendy with your shirt/tie combo. Usually a white shirt and a tie with minimal/no patterns is the way to go. If you have a nice watch, wear it, but nobody will hold anything against you if you don't wear one. Take out any piercings.
- Women - Are expected to wear a two-piece matched business suit, pants or skirt suits. The suit should be black, solid navy, or dark gray. Skirts should come to the top of the knee, knee, or just below the knee, avoiding high slits. Dress blouses should be cotton or cotton blends. Acceptable colors include white, light blue, cream, or pastel colors. The blouse should also be professionally laundered. Women should wear closed toe pumps with heels ranging from one to three inches, no platforms or stiletto heels. The color should complement the suit. Lastly, women should keep their accessories subtle, formal and matching jewelry kept at a minimum.
- Do's/Don'ts during the interview
 - Do
 - Arrive 15 minute early, if you're on time you're late.
 - Dress appropriately
 - Firm handshake, but don't try to break their hand
 - Turn off your phone
 - Eye contact
 - Good posture. Sitting up straight with your hands resting on the table shows interest and attentiveness.
 - Project a genuine interest in the company
 - Bring a pen
 - Bring copies of your resume
 - Bring paper to write down interesting points that come up
 - Bring a padfolio if you have one or a solid colored folder to hold resumes/papers in
 - Do research on the company and have at least 3-4 questions prepared
 - Speak truthfully, interviewers will usually be able to tell when you are exaggerating or making up a story
 - Project confidence in the way you speak
 - Smile, it puts the interviewer in a good mood and shows you're not just a robot reciting memorized answers
 - Ask for a business card at the end
 - Don't
 - Come late
 - Come underdressed
 - Check your phone (it should be off)
 - Mumble when you speak

- Ask questions that can be answered by visiting the company website, or yes/no questions
- Ask about salary, unless they bring it up first

Post Interview

- Follow up email
 - Follow up emails are a very important way of showing your interest in a company after your interview, and are expected by most interviewers. Aim to send you follow up email within 24 hours of your interview. Ideally your interviewer will read the email the day of your interview or the day after, any later is too long of a delay. In your email make sure to thank your interviewer for taking the time to interview you, and reiterate your interest for the company and your enthusiasm at the prospect of working for them. If you want to personalize the email, bring up something discussed during your interview and reiterate your interest. These emails should be short and sweet. Around 4-6 sentences should be plenty.
- Write down questions that caught you off guard
 - This is a great tactic to ensure you are always improving your skills with each interview. Hopefully this rarely happens to you, but if you have trouble with any questions during an interview, be sure to write them down so you can practice them and ace them the next time they come up in an interview.

Post Offer

- Networking
 - Networking never stops. Even after receiving the initial offer it is essential to continue to network within the company in order to continue growth. It will also give you an idea of who else is in the company, what projects are being worked on, and how your career trajectory can look.
- Negotiating
 - Once an offer is received you may want to negotiate the offer. In order to successfully negotiate, and get a higher offer there are a few things that can help that succeed.
 - Use competing offers to force companies to raise there's. If you have two offers, one for 70,000 and one for 65,000, tell the company that is offering you 65,000 about your other offer and they will most likely raise there's.
 - Have an idea of what you're worth to the industry. Using resources like glass door, or reaching out to other students working at the same company industry should give you an idea of what you should be making. If the offer you're receiving seems below this, attempt to negotiate using this information.
 - Always attempt to be very formal and polite when attempting to negotiate. Use facts for why you believe you should be receiving more money, rather than simply stating you need more money for no reason.

