

Interviewing Tips

Prepared by DG Fitzpatrick

1. Be on time (early is better) and dressed consistent with the type of job being interviewed for. Take a copy of your resume to the interview.

2. Interviewers are eager to test language, grammar and analytical skills and they want to know how well you express your ideas. Therefore, in most instances (there are some exceptions) moderately long answers are better than short, terse answers. For instance, if the interviewer asks, "why did you chose to concentrate in SCM?" an answer like, "because it sounded interesting" (end of answer), is not good. The interviewer wants you to take the question and run with it. Of course, the other extreme (saying so much that the interviewer loses control of the interview) is also to be avoided. Maintain eye contact while listening and speaking.

3. Have a specific type of job in mind—or perhaps as many as three, by name. This is much better than telling the interviewer, "I will take any job available" (read: "will work for food"). This lack of discernment makes it appear that you are desperate and that you have no vision for your future. Marketing is a vast field; you should be able to articulate some facet of the field that is of special interest to you. If the interviewer wants you to consider some other function (other than the one you mentioned) within Marketing, it's OK to consider it, but at least you started the interview with very specific objectives.

4. Do your homework. Know some current facts about the interviewer's company. This will impress the interviewer. But based upon your research, never criticize the interviewer's company. The interviewer will not be impressed by someone who has catalogued a list of the company's shortcomings.

5. Anticipate questions and have well thought out answers. While it is not possible to know what an interviewer will ask, some questions do tend to get asked with high frequency. For instance, "Why did you select Howard?"; "Why did you select MARKETING?"; "What are your strengths and weaknesses?"; "What is your ultimate career objective 20-30 years from now?"; "What do you know about my company?"; "How would you evaluate Howard's MARKETING program?"; "Where have you worked before?"; etc., come up frequently in interviews.

6. Never volunteer that you only plan to work for the interviewer's company a short while (i.e., 2-4 years). They will likely not hire you but instead hire someone who represents a good long term investment. Besides, some people who only plan to work a short time for a company find the company to be so exciting and fulfilling that they spend a lifetime with the company, despite earlier plans to stay only a few years.

7. Interview the interviewer. The best interviews are those where the student maneuvers into a position of interviewing the interviewer. For instance, if during the logical flow of the interview (when it is clear to the student that the interview is going well), the student might ask, "tell my why

I should consider your company," or "what is the company doing to increase revenues and profits?", etc. If this is done skillfully, the student asks the questions and the interviewer tries to impress the student with answers. This tactic only works if the student can establish his/her worth early in the interview.

8. Don't get bogged down in salary and benefits discussions too early in the cycle. First, establish your worth and value. This puts you in a better position to command a fair compensation package later.

9. Send the interviewer a thank-you note after the interview.

10. Follow-up on commitments made during the interview.

Interview Questions - 1

What experiences have you had that will help prepare you for this job?

Think of a leader who you have admired. What are the traits of this leader that you respected most.

Many students receive MBAs. What will you do to distinguish yourself from your peer group?

What are your thoughts on the country's current financial situation?

How would you rank your a) analytical skills, b) presentation skills, c) people skills, d) computer skills? Which is your strongest, which is your weakest?

How would you plan to balance work and family responsibilities.

Do you know how to manipulate an Excel "pivot table"?

What irritates you about other people, and how do you deal with it?

How has your college experience prepared you for a business career?

What person has been the greatest influence on you and how has this person affected you?

What are your long term career objectives?

If I were your supervisor and asked you to do something that you disagreed with, what would you do?

Give me an example of one of your successful accomplishments.

How would you assess your teaming skills?

What is your greatest failure, and what did you learn from it?

Why should we hire you?

How would you describe your "conflict resolution" skills? Give me an example of a conflict that you resolved.

What are your hobbies and how might they help you in your business career?

Why did you decide to seek a position in this company?

Interview Questions - 2

What is your long term career objective?

During the MBA program, what subject have you liked most; liked least and why?

List five words that describe your character.

Why did you decide to leave your prior job to get an MBA?

In the work place, how would you expect a person who graduated with an undergraduate degree in business to differ from a person with an MBA?

How do you determine priorities in scheduling your time? Give examples.

Tell me about the salary range you're seeking.

Give me a specific example of a time when you used good judgment and logic in solving a problem.

What would you do if you were working on a team and a team member was not carrying his/her fair share of the workload? How would you handle that situation?

What kind of supervisor do you work best for? Provide examples.

Give an example of when you had to work with someone who was difficult to get along with. Why was this person difficult? How did you handle that person?

If your boss gave you a problem to solve and asked you to come back in a week with a recommendation, what steps would you take during the week in coming up with a recommendation? What would be the process of looking at the problem and then formulating a solution/recommendation?

To this date, what has been the biggest accomplishment in your life? The biggest disappointment in your life?

When thinking about all the different personalities that you will encounter in your career, what kind of personality do you work best with and why?

How would you describe your work style?

Other than a text book, what's the last book you read?

What's the most difficult decision you've made in the last two years?