Interviewing – And Starting Your Professional Life

Northwestern University

Mark Horstman - Manager Tools
Overview

- How To Prepare To Interview
- What To Do In Each of the Five Phases
- How To Start Your Professional Life
How I Would Prepare

- Think the Way A Recruiter Thinks
  - Can This Person Do This Job I’ve Got?
  - How Can I Learn If They Can?

- Catalog Accomplishments: Undergrad and Work
  - Front of a 3x5 Card: One Sentence Summation and Key Points
  - Back: Key Skills/Abilities and Traits/Characteristics Proven

- Practice [With Feedback] On Key Questions
  - Audiotape Every Day: Record In The Morning, Critique At Night
  - Videotape Every Week: With a Partner Saturday Night, Review Sunday
The 5 Phases Of All Interviews

- Introductions
- Your Answers
- Your Questions
- Close For The Offer
- Follow Up
Introductions

- Knock Like You Mean It
- Smile - This is The Most Common And Tragic Error
- Handshake - Firm and Brief
- Use My First Name, Tell Me Yours
- Walk With Energy
- Expect Conversational Warm Up
  - Know Your Current Events
Your Two Most Important Answers

- Tell Me About Yourself
- Significant Accomplishments
- *(And a Word About Location and Salary...)*
Tell Me About Yourself

- You Have 3-5 Minutes
- Brief Personal Review (1 Min.)
- Academic Review (2 Min.)
- Professional Review (2 Min.)
- **Focus on Goals and Accomplishments**
  - It’s Not *Just* a Chronology
  - Death: *Dude Where’s My Car - The Chinese Food Scene*
Significant Accomplishments

Start With The End, in ONE SENTENCE.

Share Background Of The Situation

Describe Your Approach Conceptually

Concept #1

Concept #2

Concept #3

End With Your Results

Not A Chronology!
How Accomplishments Sound

“An accomplishment I’m proud of was…”

“Let me give you a little background…”

“Here’s how I approached it…”

“Here’s what we did on the personnel issue…”

“For the analysis, I…”

“To address the resource shortage, I…”

“And the results were:…”

Not A Chronology!
Your Questions

- Have 3 to 5 Ready/Memorized
  - About The Job, Your Role, How You Will Be Contributing
  - Not The Company, Not The Benefits, Not The Industry

- But Consider The Interview As A Conversation First

- Don’t Ask Short Answer Questions
  - Yes, No, Number, Percentage, Etc.

- Ask Them To Expand
  - “Tell me more about...”
  - “Can you expand upon...”

Closing

- Almost Nobody Does This
- Companies Love It
- After Your Questions, At the End
- 7* Powerful Words, Rehearsed:

“____*, I want an offer, and here’s why:”
Follow Up

- Thank You Note
  - Handwritten
  - Within 24 Hours

- Call As Well
  - 2-3x is Enough

- Persevere!
  - Your Fears of Being a Pest Will Keep You From Overdoing It
While Still In School

- Create Lasting Relationships (Ctrl+Shift+K)
- **Reading:** Your Most Powerful Development Tool
- Don’t Choose a Job Based On Money
- *Start Minding Your Manners!*
  - Introductions
  - Conversation
  - Meals
  - Technology
  - And Names
Starting A Career

- Create **And Maintain** Lasting Relationships
- *Forget About School and Grad School!*
- Turn Off The TV and Read
- Show Up Early, Stay Late*, Be Quiet, and Work Hard
- Serve, Serve, Serve
- Ask Questions To Move Forward
- Keep Your Resume Current
- Become a Genuinely Nice Person
- Save 10-20% of Your Salary
Forging A Life

- Family First - That Means On Your Calendar, Too
- Create, Maintain and Share Lasting Relationships
- Management is Boring, Unsexy, Unpretty.... And Powerful
- Set a Genuinely Nice Example
Every Manager Effective. Every Professional Productive.

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  - How To Get Along With People Who Are Different Than You
  - 32 Podcasts And Written Library

- [https://www.manager-tools.com/products](https://www.manager-tools.com/products)