Interview Preparation
# Agenda

- Preparation Tips
- Company Research
- Dress Attire
- Types of Interviews
- Interview Questions
- Salaries / Negotiation / Offer Policy
Preparation Tips
Before the Interview

- Confirm **date**, **time** and **place** of Interview
- Plan transportation and alternate routes
- Practice responding to interview questions
- Prepare questions to ask interviewer
- Research industry and salaries
- Get solid references from **supervisors** or **professors**
Day of the Interview - ONCE YOU ARRIVE

Arrive 10-15 Minutes early

Be confident but professional

Turn your cell phone off
### Day of the Interview - AT THE INTERVIEW

**Introduction**
- Address interviewer as Mr./Ms.
- Give a **firm handshake**
- Maintain eye contact
- Sit when invited

**During Interview**
- Take Notes
- Listen to questions and clarify if needed
- Think about responses and pause if you need to
- Speak clearly and avoid slang
- Don’t fabricate or inflate information

**End of Interview**
- Shake interviewer’s hand and thank interviewer by name
Day after the Interview

Send a thank you note and email after the interview
Company Research
COMPANY RESEARCH

➢ **Helpful Resources:**
  ○ Company Website
  ○ Vault.com
  ○ Reuters.com
  ○ Wall Street Journal
  ○ Glassdoor.com
  ○ Social Media / Blogs
COMPANY RESEARCH

What do you Research?

➢ Type of Business / Industry
➢ Products / Services
➢ Locations / Headquarters
➢ Company Mission Statement
➢ About Us section
➢ Executives
➢ News & Press Releases
Dress Attire
Inappropriate ATTIRE FOR MEN
APPROPRIATE ATTIRE FOR MEN
INAPPROPRIATE ATTIRE FOR WOMEN
APPROPRIATE ATTIRE FOR WOMEN
TOO MUCH?
Types of Interviews
TYPES OF INTERVIEWS

➢ Face-to-Face
➢ Behavioral
➢ Telephone
➢ Panel/Committee
➢ Lunch/Dinner
➢ Informational
➢ Case Interview
Types of Questions
TYPES OF INTERVIEW QUESTIONS

- Resume Based
- Open-Ended
- Behavioral
- Case Study
- Inappropriate
RESUME BASED QUESTIONS

➢ Know your resume from top to bottom

Examples:

○ Why did you choose your major?
○ Why Rutgers?
○ Which classes have you enjoyed the most/least?
○ Why did you leave your last job?
○ What challenges have you faced as Treasurer of XYZ Student Group?
Open Ended QUESTIONS

➢ Require more than a "yes" or "no" response
➢ Test both job knowledge and communication skills

Examples:

○ Tell me about yourself.
○ What are you most proud of?
○ What’s our company credo?
○ What are your strengths and weaknesses?
○ Why do you want to work for our company?
**Behavioral Questions**

➢ Discovering how the interviewee acted in specific employment-related situations
➢ The logic is that how you behaved in the past will predict how you will behave in the future

**Examples:**

○ Describe a situation in which you encountered a problem with a supervisor. How did you handle it?

○ Tell me about something you planned that did not go as well as you hoped. How did you manage the situation and what did you learn from it?
The ‘STAR’ Approach

★ S: Situation – describe the situation

★ T: Task/Problem – what dilemma/problem did you face?

★ A: Action – what action did you take?

★ R: Result – what was the result of your action?
Case interview questions

➢ Typically used by management consulting firms
➢ Generally a business problem or estimating exercise designed to make you think on your feet, use logic and common sense
➢ Consulting organizations want to see that you can structure an answer and perform basic calculations with large numbers
➢ The objective is not to get it right, but more to demonstrate your ability to solve complex problems and how you think
Sample Case Interview Question

A retail bank is wanting to expand its branch network. How would you go about developing a framework or model for determining the optimal locations. Consider the macro perspective, i.e. towns, suburbs and districts rather than specific streets, or blocks.

In a 24-hour day, how many times do the hands of a clock overlap?
Inappropriate Questions

➢ Based on Ethnicity, Religion, Sexual Orientation, Disability, National Origination/Citizenship etc.
➢ You are “not” required to answer the question
➢ Ask employer to rephrase the question
➢ Protected by laws
Interview Questions Not To Ask

➢ What does this company do?
   (Do your research ahead of time!)

➢ Can I change my schedule if I get the job?
   (If you need to figure out the logistics of getting to work, don't mention it now...)

➢ Did I get the job?
   (Don't be impatient. They'll let you know.)

➢ How much will I get paid?
   (Wait until you get the offer to discuss/negotiate salary)
Questions to ask

➢ Could you describe a typical day or week in this position?
➢ What are the prospects for growth and advancement?
➢ What skills and attributes do you value most for someone being hired for this position?
➢ What is the organization’s plan for the next five years, and how does this department fit in?
➢ What are the next steps in the interview process?
Salaries/Negotiation/Offer Policy
Offer policy

➢ Don’t let pressure affect your decision.

DO NOT renege on an offer!

➢ Resources:
  ○ Student Handbook/Planner: Page # 40-41
  ○ RBS OCM Website (Resources section):
    Offer Acceptance Policy
Negotiating an offer

➢ Win-Win Process
➢ Weigh the Pros and Cons
➢ Research industry & salaries:
  ○ Vault.com
  ○ WetFeet.com
  ○ Salary.com
  ○ Payscale.com
  ○ Glassdoor.com
Other factors to consider besides salary

➢ Benefits / Pension
➢ Paid Time Off
➢ Sign-On Bonus
➢ Professional Development / Training
➢ Ability for Advancement / Promotion
➢ Geography / Location
➢ Flexible Hours
➢ Mass Transit Expenses
➢ Educational Tuition
➢ Company Reputation
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