



*PreBusiness Committee Presents:*

## **INTERVIEW WORKSHOP**

September 24, 2006

- I. Know the company and industry that is interviewing you
  - a. The biggest mistake is not knowing enough about the company or industry
  - b. Doing research and being knowledgeable shows a genuine interest in the job
  - c. Visit the company website
  - d. Google / Wikipedia the company and industry for information
  - e. It is better to say "I don't know" than to pretend you know
- II. Know what the job requires
  - a. Are they looking for intelligence? Creativity? Hard worker? Leadership?
  - b. Do not overhype the job
    - i. True story: A person interviewing for an investment bank position said he wanted to be an investment banker because he wanted to "Kick it with CEOs on corporate jets." Use common sense, please.
- III. Know yourself
  - a. Know your resume inside out; know specific facts and details of your resume
- IV. Be punctual. Show up at least 15 minutes before
- V. Dress professionally
- VI. Bring extra copies of your resume
- VII. Bring a notepad and pen / pencil
- VIII. Attitude
  - a. Be confident, but not cocky
  - b. Smile! Be friendly
  - c. Sit up straight
  - d. Lots of eye contact (but do not be creepy!)
  - e. Do not be obsequious
  - f. Be interesting, not weird
- IX. Types of interviewers
  - a. There are certain types of interviewers; try to evaluate quickly what type you have and adapt
    - i. The nice guy – just wants to get to know you
    - ii. The griller – asks really tough questions
    - iii. The jerk – tries to see how you will act under stress
- X. Commonly asked questions
  - a. Be prepared for commonly asked questions; rehearse you answers beforehand
  - b. Common questions:
    - i. Why do you want to work for X company?
    - ii. Why do you want to enter X industry?
    - iii. Tell me about yourself
    - iv. What are your strengths?
    - v. What are your weaknesses?
  - c. Industry specific questions
    - i. Consulting cases
    - ii. Investment banking – how do you value a company
- XI. Practice makes perfect
- XII. Other resources:
  - a. Google: Look up interview questions, techniques, etc.
  - b. OCS
  - c. WetFeet.com
  - d. Vault.com