Interviewing

https://career.engineering.asu.edu/resumesandresources/interviewing/

Barbara Haney
Career Development Specialist
Fulton Schools of Engineering Career Center
Your Goals, at any interview

• Confident
• Competent
• Enthusiastic
• Someone that I/we can like and trust
Types: Phone and Video Interviews

• **DO** know EXACTLY what time zone the call is in

• **DO** prepare for mechanical problems:
  – Quiet area without interruptions

• **DO** practice the details for a video call:
  – Wear interview clothes
  – Check background behind you
  – Camera – look at it, not your screen or keyboard
Interview Strategies

• DO prepare: General, Behavioral, Technical
• DO use ~1 minute to answer the question
• DO answer the question directly, OR with something close
• DON’T end with “Does that answer your question?”
General Interview Preparation

• “General” interview questions are designed to:
  – Let the applicant talk about a familiar subject
  – Assess communications skills
General Interview Questions

Tell me about yourself.
Behavioral Interviewing

“Describe a time when…”
Think about your experiences which match typical behavioral topics

<table>
<thead>
<tr>
<th>Topic</th>
<th>Story #1</th>
<th>Story #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>Understanding scope of each role in undergraduate research project</td>
<td>Assigning and tracking roles in FSE 100 class project</td>
</tr>
<tr>
<td>Communication</td>
<td>Tutoring physics to nursing students</td>
<td>Helping customers in part-time job</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Troubleshooting Arduino programming for capstone project</td>
<td>Resolving email distribution list issues for student organization</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>Resolving study time in residence hall</td>
<td>Solving parking assignment at apartment complex</td>
</tr>
<tr>
<td>Initiative</td>
<td>Applying for research position after reading about it in Inner Circle</td>
<td>Taking on additional scope in undergraduate research project</td>
</tr>
<tr>
<td>Leadership</td>
<td>Making other students aware of summer internship opportunities</td>
<td>Creating training curriculum for incoming interns</td>
</tr>
</tbody>
</table>
Behavioral Questions: STAR Technique

• Use this outline:
  – Situation
  – Task
  – Action
  – Result
    • Positive outcome OR
    • What you learned from past mistakes
Technical Interview

• Job description indicates a need for experience with ---
  – Be able to explain your experience with ---
  – Be able to explain what --- is best suited for
Questions for Them

Demonstrate your professionalism, business acumen, and competence

AND

“Can you tell me the next steps and time frame for your hiring decision?”
Next Steps: For You

• Brief “Thank You” email
  – Subject: Your Name/Posting # (or title of the position)
  – Thank the interviewer
  – Restate your interest in the role and your skills
Summary

• Confident, Competent, Enthusiastic… how’d you do?
Additional Information

- **Practice interviewing:** [https://asu.biginterview.com/](https://asu.biginterview.com/)
  - Learn about interviewing and practice via video – plus optional AI-generated feedback
  - “Engineering: Engineering – Level 1” (for most students)

- **Fulton Schools Career Center website** [https://career.engineering.asu.edu/](https://career.engineering.asu.edu/)
  - 24/7 access to presentations and tools

- **SkillsFirst Résumé** [https://skillsfirst.com/organizations/asu-engineering](https://skillsfirst.com/organizations/asu-engineering)
  - Submit your résumé for review without an appointment

- **“Advice From Industry Professionals:...”**: [https://career.engineering.asu.edu/resumesandresources/internship-job-search/](https://career.engineering.asu.edu/resumesandresources/internship-job-search/)
Backup
How to Make Practice Interview Appointments

Choose a Category
- Fulton Schools of Engineering - Students & Alumni
- Thunderbird School of Global Management - Students & Alumni
- ASU - Students
- ASU Online - Students
- ASU - Alumni

Choose an Appointment Type
- All ASU - National Service / Peace Corps Prep
  Speak with a Peace Corps Prep representative about the program, how to enroll, class selection and any other topics you may want to cover. If you have not already completed the interest form, please do so: bit.ly/PCPrepApp

- Fulton Schools 30 Minute Resume Review or 1 Topic - Undergraduate
  Do you have a single focused item (like a refined resume review)? Need fast advice on one topic?

- Fulton Schools Resume First Review - Undergraduate
  Get your Undergraduate résumé reviewed.

- Fulton Schools Resume Review Follow-up - Undergraduate
  Get your Undergraduate résumé reviewed after prior feedback.

- Fulton Schools Interview Practice - Undergraduate
  Practice an interview - NOT a coding interview.
Common Behavioral Interviewing Questions

1. Tell me about a project or role that you've taken on that is outside your job description.
2. Tell me about a time when you went above and beyond at work without being asked.
3. Describe a time when you had trouble seeing eye to eye with a colleague. How did you handle the situation?
4. Give me an example of when you worked with a group or team of people to complete a project.
Common Behavioral Interviewing Questions

1. Tell me about a time that you received a significant amount of critical feedback. How did you handle the situation?
2. Talk about a time when you were faced with a difficult decision and describe how it turned out.
3. Give me an example of a time when you were forced to make an important decision without all of the necessary information.
Common Behavioral Interviewing Questions

1. Describe a time when you needed to persuade a person or group to do something they didn't want to do.
2. Tell me about a time when you faced a lot of obstacles to achieving a goal.
3. Talk about a stressful situation you've experienced. How did you handle it?
4. Tell me about a time when you failed.
Examples of Critical Thinking Questions

• A car is travelling along a highway carrying helium balloons in the rear seat. The car has a head on collision and comes to a rapid stop. Which direction do the balloons travel? Why?

• On a canoe in a pool, you take a 16 pound bowling ball out of the canoe and throw it in the pool. What happens to the water level of the pool?
Interviewing Skills

STAR Technique Practice: Tell me about a time you demonstrated leadership at work.

S/T

- During my last semester of school, I completed an internship at XYZ Corp.
- I was the first intern the department had ever had, and they decided they wanted to continue with an official internship program.
- In order to successfully launch this program, my supervisor asked me to create and administer a training curriculum for the new, incoming interns.
STAR Technique Practice: Tell me about a time you demonstrated leadership at work.

S/T  During my last semester of school, I completed an internship at XYZ Corp. I was the first intern the department had ever had, and they decided they wanted to continue with an official internship program. In order to successfully launch this program, my supervisor asked me to create and administer a training curriculum for the new, incoming interns.

A
• To complete this task, I outlined all the procedures the new interns would need to learn, such as………
• Next, I created a three day training agenda covering these topics.
• Finally, I piloted it with four new interns.
STAR Technique Practice: Tell me about a time you demonstrated leadership at work.

S/T During my last semester of school, I completed an internship at XYZ Corp. I was the first intern the department had ever had, and they decided they wanted to continue with an official internship program. In order to successfully launch this program, my supervisor asked me to create and administer a training curriculum for the new, incoming interns.

A To complete this task, I outlined all the procedures the new interns would need to learn, such as……… Next, I created a three day training agenda covering these topics. Finally, I piloted it with four new interns.

R
• The training was a huge success.
• On a survey completed after the training, all four interns rated the program a 10 out of 10 in the areas of usefulness and creativity.
• In addition, each intern rated my communication and leadership styles as “Excellent.”
Behavioral Interviewing Pitfalls

• Redundant responses
  – Don’t use the same example (or two) for every question
• Off target or abstract answers
• Incomplete answers (most common)
Coding Interviews

- Available at Noble Library as reference