

Interviewing

MBA CCD



BABSON

MBA

MBA Center for Career Development
Career Education

Welcome to

Mastering the Interview

MBA CCD

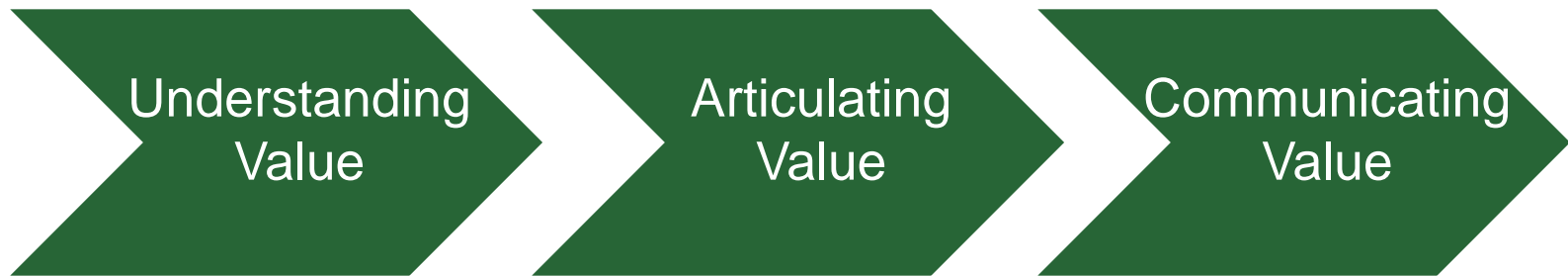


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AGENDA

- Interview Preparation is Key
- Recruiters tell us...
- Looking behind the interview questions
- Questions for you to ask
- Salary
- Summary

The Interview as a Value-Delivery Process



Understanding Value

Key Attributes Sought by Companies

Core Skills

Knowledge

Company Fit

Core Skills

- Leadership
- Analytical Skills
- Creativity
- Teamwork
- Communication
- Management
- Capacity to Learn
- Drive

Key Skills sought by companies

Consulting

- Drive/Ambition
- Leadership
- Creativity/Insight
- Personal Impact
- Teamwork
- Commitment

Marketing

- Innovation
- Teamwork
- Excellence
- Customer Focus
- Leadership
- Results Driven

Finance

- Excellence
- Teamwork
- Analytical Skills
- Innovation
- Leadership
- Problem Solving

Knowledge

- Functional Knowledge
- Industry Knowledge
- Global Knowledge

Company Fit

- Personality Fit
- Commitment to the company
- Interest in the functional area

Articulating Your Value Proposition



Communicating Your Value Proposition



Recruiters often tell us that they...

- Are looking for unique qualities that differentiate you from the masses
- Do not want to hear the standard rehearsed answers
- Are giving you a chance to convince them that you are the right fit.
- Remember you best by your stories that demonstrate your accomplishments and skills.

The ? Behind the Question

Interview Question

**Tell me About
Yourself?**

Interview really wants to know

**What do you bring to the
table?**

**How will you help me
reach my goals?**

The ? Behind the Question

Interview Question

**Why do you want
to work at
Company X?**

Interview really wants to know

**How much time have you
spent learning about them?**

- Website Research
- Store / Product Checks
- Spoken to other employees

The ? Behind the Question

Interview Question

What would you say were mistakes or failures in a past job?

Interview really wants to know

How did you recover from your mistake?

What did you learn from your mistake?

What did you do to prevent it from happening again?

Did you get defensive?

The ? Behind the Question

Interview Question

Can you site some examples of occasions when you had to “sell” an idea or yourself to others?

Interview really wants to know

How well do you demonstrate your ability to influence?

What data research did you do to back up your proposal?

The ? Behind the Question

Interview Question

Tell me about a time you (individually or on a team) were working on a project and you didn't agree how it was progressing.

Interview really wants to know

How do you deal with conflict or lack of consensus?

Don't sugar coat it - It takes a lot of skills to work through conflict

Can you continue to work effectively even when you do not agree with the methodology or decision?

The ? Behind the Question

Interview Question

What do you value
most?

Interview really wants to know

How do your personal
values match with the
company values?

The ? Behind the Question

Interview Question

How flexible are
you?

Interview really wants to know

Can you deal with
changing priorities?

How do you handle
chaos?

The ? Behind the Question

Interview Question

How much feedback do you like to get from people you report to and in what form?

Interview really wants to know

What is your style?

How do you interact on a team?

Are you capable of working independently?

Are you “high” maintenance?

The ? Behind the Question

Interview Question

What role did you play in your last team experience?

Interview really wants to know

How do you make the team function more efficiently?

Are you a leader or an individual contributor?

How effective are your influencing skills?

The ? Behind the Question

Interview Question

Describe a recent key decision you made and what facts you used to support the decision.

Interview really wants to know

Do you have a logical thorough decision making process?

Are you strategic / analytical in your research?

Are you a creative “out of the box” thinker?

The ? Behind the Question

Interview Question

Interview really wants to know

Describe a time when you managed through a significant change.

What was that change, and how did you build commitment within your area for the change?

Are you a dynamic thinker?

Are you a change agent?

Can you manage for results.

Concluding Questions

- They are used to evaluate candidates interest in the company, their goals, priorities, and value system.
- Most common questions for the company:
 - The company's vision for the future
 - The company's culture
 - Prospects for growth within the company
 - What are some of the challenges you will be facing in the next year?

Salary

- What if the Salary question comes up?
 - Try first to defer the question.
 - Give a range “I have been looking at jobs in the range of \$ to \$\$”.
 - Stress that the job and the company are the most important thing to you

Summary

General Interview Guidelines - Before

- Research the industry and company
- Know your resume and be ready for questions
- Prepare questions about the company
- Practice / Mock interviews
- Be on time
- Business Dress

General Interview Guidelines - During

- Bring a copy of your resume
- Begin and end with a firm handshake
- Maintain good eye contact
- Be a good listener
- Be positive
- Keep your answers succinct

General Interview Guidelines - After

- Send a thank you note within 24 hours of the interview
- Check with your Career Advisor about appropriate follow-up
- Use any feedback that is given for your next interview

Q&A

Additional Concerns about interviewing?