Screening and On-Site Interviews (An Overview)

Welcome! We will get started soon.

- Your mic is muted.
- Check your sound--make sure your speakers are working.
- This session will be recorded & posted.
- Presentation then Q&A. Use the chat box to post questions. Jeffrey Yeung is monitoring.
Screening and On-Site Interviews

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Our mission
To empower all Maryland students and postdocs to reach their full career potential

Our goal
To educate and motivate you to actively engage in career planning and professional development from DAY 1

How will you maximize your training to be ready for a career in academia, industry, government, non-profit organizations or entrepreneurial ventures?

15 Minute Overview of Services YouTube Video:
https://youtu.be/7lxDI5DbNDk
Career Services at Maryland

- University Career Center & The President’s Promise
  - Careers4Terps (C4T)
    - appointments with me through C4T, workshops, panels, networking events, fairs

- Engineering Career Services
  - Careers4Engineers (C4E), must have approved resume
  - walk-ins Daily 8:30-4:15
  - workshops, events, fairs

Robert H. Smith School of Business Career Services

- School of Public Policy Career Services
Career Self-Management Competencies

1. **Know yourself** (interests, skills, and values). Communicate convincingly about your transferable skills and strengths.

2. Able to **name the specific type of jobs** you are looking for within specific **industries** and understand the qualifications and typical career paths.

3. Keep up with discipline/industry trends. **Continue to develop** required skills.

4. Effectively **build, maintain and utilize** your professional **network** at all stages of your career. Use it for gaining information, job search assistance, and identifying opportunities.

5. Manage a professionally branded and **effective online presence**.

6. **Know sources of postings**. Understand application processes & timelines.

7. Able to **draft, edit and tailor** documents (CV, resume, cover letters, email correspondence, letters of acceptance and decline...).

8. Master the art of **effective interviewing**.

9. Able to **effectively negotiate and accept/decline offers**.

10. Accepts **responsibility** for ongoing career and professional development. Maintains positive mindset and demonstrates resilience.

More information about services for PhDs is at: go.umd.edu/phdcareerinfo
Today’s take-aways:

1. Increased knowledge about overall interview processes (screening & on-site) as part of the hiring process

2. Increased knowledge about how to prepare for interviews

3. Introduction to STARR method and interviewing resources
Hiring Process

- Application Process
- Assessment & Application Review
- Interview Process
- Job offer & Employment Process
Basics: Application to On-site Interview

- **REALITY**: An employer can receive 100-200+ applications for a position. May screen electronically, individually or by committee.
- **Materials** (resume, cover letter, other documents) must be tailored for position. **Goal is to get you to next step** of the process.
- **Screening interview** (phone, online, at a conference). 10-20 candidates. Short. 30-45 minutes. **Goal is to get an invitation for an on-site interview**. May involve a group or case interview depending on position.
- **On-site interview**. Different lengths, different formats. Usually bring 3-4 candidates on site. **Goal=offer**.
From the Recruiter’s Side

1. Screen for minimum requirements using Applicant Tracking System
2. Email/call to advise applicants on status
3. Conduct interview to outline position, responsibilities, contract package and field candidate questions
4. Email/call to schedule interview
5. Email reminder of interview slot time and location
6. Email/call requesting documents from successful candidates
7. Send offer letter and request transcripts
8. Onboarding and orientation process to keep successful candidates engaged
9. Check-in email/call prior to start date
10. Arrange prescreen calls with shortlisted applicants
GENERAL HIRING PROCESS OVERVIEW

Phase 1
- Minimum Qualifications Screening
- Application Review

Phase 2
- Interviews

Phase 3
- Reference Checks
- Criminal History Check

Phase 4
- Conditional Offer (if applicable)
- Drug Screen (if applicable)

Final Steps
- Offer of Employment
- Onboarding
- First Day of Work at DOC

HIRING PROCESS TIMELINE

<table>
<thead>
<tr>
<th>Weeks 1-2</th>
<th>Weeks 3-4</th>
<th>Weeks 5-6</th>
<th>Weeks 7-8</th>
<th>Weeks 9-10</th>
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<tbody>
<tr>
<td>Phase 1</td>
<td>Phase 2</td>
<td>Phase 3</td>
<td>Phase 4</td>
<td>Final Steps</td>
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This is a representation of the general hiring process. The hiring process for the position you are applying for may vary slightly. If you have questions, please contact the Recruiter listed at the bottom of the job posting.
Screening Interviews

- Goal = to make it to next stage of process. Must show them you have the skills they are looking for.

- Only 20-40 minutes by phone, Skype

- Could be with hiring manager or part of team.

- Typical list of questions. Start with, “Tell us about yourself and interest in this job”. Only time for 4-5 questions.

- Usually explain the overall hiring process and timeline
Preparing for a screening interview

- Review the job posting carefully
- List key skills they are looking for and identify experiences related to these to weave into the interview.
- Practice responses to typical questions using STARR.
- Review the organization website, social media, news.
- Reach out to alumni working there for informational interview if possible
- Make a list of questions about the position and the organization
Tips for Phone Interviews

• Quiet area with no interruptions.

• Make sure you have good cell service and charged battery.

• Have materials—job description. Notes about key experiences, questions to ask.

• Consider standing during interview.

• Smile! Have a mirror to talk into.
Skype/online interviews

- Quiet space free of clutter.
- Good lighting
- Strong connection. Consider using interview room in Career Center
- Camera angle and headset. Do a rehearsal.
- Make sure you know how to connect (did employer set up Zoom, Skype, etc.)
- Log in 5 minutes early.
- Have email address/phone number just in case.
Typical Screening Interview Questions

1. Tell us about your interest in this job.
2. What skills make you a strong candidate?
3. Tell us about a recent challenge and how you handled it.
4. Tell us about your experience doing X
5. What kind of work environment do you thrive in?
6. What questions do you have for us?
Questions about Screening Interviews?
On-Site Interview Preparation

carefully read/review itinerary/travel
review company/organization website and social media to understand structure, mission, projects and current issues
find interviewees on LinkedIn to review
On-Site Interview Advice

- Remember you are always being interviewed -- meals, walking, etc.
- Water and snacks in your bag
- Adjust your responses to the different audiences
- Be Yourself. Ask lots of questions.
- Notice environment, culture. Ask yourself, How does this fit me?
- Never talk badly about past experiences or colleagues.
After Interviews

- LEARN. Reflect and make some notes about what went well, not so well, and things you might need to practice.
- **Send thank you notes**
- TAKE ACTION. Tweak and practice your responses based on your reflection.
- Provide any required receipts.
Learn how to negotiate, accept, decline offers

• Be sure you know typical salary range
• Consider pros and cons of each position based on your values, ambitions, goals, circumstances
• Respond to written offers within timeline or ask for extension.
• Review sample accept/decline letters
• Be professional and NEVER “burn bridges”
Academic Job Search Books

The Professor Is In: The Essential Guide To Turning Your Ph.D. Into a Job
Book by Karen Kelsky

The Academic JOB Search Handbook
Fifth Edition
Julia Miller Vick
Jennifer S. Furlong
Rosanne Lurie
Copyrighted Material
Questions about On-Site Interviews
If you are asked to do a job talk

- understand the audience and time frame
- develop a presentation to demonstrate the communication skills used in the position
- utilize the Graduate School Writing Center
- PRACTICE, PRACTICE, PRACTICE
Master Interviewing Skills

• Review typical questions and develop responses using STARR method

• PRACTICE typical interview questions

• Record a mock interview using InterviewStream (in C4T)
Important Advice

• Practice and get comfortable with authentic responses to, **Tell us about yourself? and Why are you interested in this position?**
  • organize around your “pillars”- the 3-5 things that make you a great fit and that you want them to know about you.
  • make response relevant to the specific position

• Be concise and focused, 1-2 minute answers BUT not “rehearsed”

• Practice and use STARR method
Using the STARR method

**S**=Situation, explain the context of a specific instance

**T**=Task, what you were supposed to accomplish

**A**=Action, what you did to accomplish the task

**R**=Results, use numbers, outcomes

**R**=Relate it to the position, connect it back to the job you are interviewing for now
INTERVIEW TOPICS

KEY QUESTIONS
- Tell me about yourself.
- Why should we hire you?
- Can you walk me through your resume?
- Why do you want to work here?
- What are your three greatest weaknesses?
- What are your weaknesses?
- What are your three greatest strengths?
- What are three positive things your last boss would say about you?
- How would your peers describe you?
- What can you do for us that other candidates can’t?

INTERVIEW TIPS
- How do I make the best first impression?
- Using Silence in an Interview to Your Advantage
- What if I don’t have much experience?
- Things You Need to Find out About the Company You’re Interviewing With
- What if they ask me an impossible question?
- Addressing Hard Feelings About a Previous Employer
- What is the best way to present yourself in an interview?
- What do I do when there is silence?
- How can I give a strong answer without being too wordy?

INTERESTING TOPICS
- Research
- Preparing for an interview
- Non-Verbal Communication
- First Impressions
- Breaking the Ice
- Making Sure There Is a Mutual Fit Between You and a Company
- While Waiting in Reception
- What salary are you seeking?
- Self-Assessments and Peer Interaction
- Should I follow up after the interview?
International Students

• Fully understand your work authorization: CPT, OPT, H1B, and any changes to US policies
• Attend ISSS workshops early to understand specifics of CPT & OPT
• UMd Engineering job search workshop for international students
• Building relationships & networking is even more important than for US residents
Professional and Career Development

The Graduate School's Professional and Career Development services provide graduate students with opportunities to explore and prepare for a wide range of careers.

Professional and career development services for graduate students are delivered through a unique partnership between The Graduate School and The University Career Center & The President's Promise.

Engaging in purposeful professional development and career planning are important parts the graduate experience and essential to maintaining a personally satisfying career across one’s life-time. From day one, all graduate students should actively engage with their adviser, participate in departmental events, attend career workshops and pursue professional development opportunities in and outside of the university.

Accessing Services

- Career services for Master’s students are provided by:
  - The University Career Center and the Presidents Promise
  - The Office of Career Services at the Robert H. Smith School of Business
What are your next steps?

Some suggestions

- Watch other webinar recordings
- Set up Interview Stream account
- Practice in Interview Stream
- Schedule an individual appointment

Do Evaluation

Q&A

go.umd.edu/phdcareerinfo

all webinar materials at:

go.umd.edu/phdwebinars2019-2020