

INTERVIEWING



Ray Palmer

Business Placement & Career Center

860-486-5136

ray.palmer@business.uconn.edu



INTERVIEWS

- Structured & Unstructured Interviews
- Assessment Interview
- Case Interview
- Behavioral Interview



Structured Interviews

- Fixed set of questions asked of all candidates
- Fairly rigid format – question, answer, question answer, ...
- Little time for discussion
- Relatively rare format for MBAs
- Preparation – be prepared to answer “standard interview questions”



Unstructured Interviews

- No set list of questions
- More like a dialogue
- Most questions are open ended ...

Tell me about yourself.

Tell me about your career goals.

How did you become interested in finance ?

What interests you about my company?



Assessment Interview

- More often used as part of on-the-job performance review
- Can be part of a structured interview
- Questions will focus on your resume --- asking for more details, elaboration, explain date gaps, reasons for leaving jobs, etc.



Case Interview

- You will be presented with a business problem and asked to analyze the situation, identify key issues, discuss how you would address the problem
- Interviewer will assess your business skills and knowledge
- Will assess your ability to “think on your feet,” ability to create a framework (e.g. SWOT analysis) and apply prior experiences



Case Interview

- Evaluation is based more on your process for reaching conclusions
- Ask questions to gather info
- Prioritize issues
- Rarely is there one right answer
- PRACTICE!
- www.quintcareers.com/case_interviews.html



BEHAVIORAL INTERVIEWING

- Based on the premise that past performance is the best predictor of future performance.
- You will be asked to describe past **experiences** and provide **specific** details about what you **did**, **accomplished**, **learned**, etc.



Tips and Suggestions

- Know your strengths and accomplishments.
- Be prepared to talk about your accomplishments, successes, projects, activities, etc.
- Research the position ... required skills.
- Listen carefully to each question and take time to organize your response.
- Ask for clarification ... ("Am I answering your question? Do you mean ...?").



Tips and Suggestions

- Tell the interviewer about a specific situation, not a vague general one.
- Focus on your role in the situation, unless specifically asked otherwise.
- Focus on "I ..." not "we ...".
- Avoid vague or hypothetical responses. Avoid "I usually" "I always ..." "I never ..."
- Answer the question that is asked, not one you may have already rehearsed.



Tips and Suggestions

- Anticipate negative questions (situation that didn't work out as planned).
- There may be little time for you to ask questions (but have questions, just in case).
- **BE SPECIFIC !**



Sample Questions

- Tell me about a project you had to plan for school or work. (Organizational skills)
- Describe a situation when you had several things to do in a limited time. (Ability to set priorities, time management)
- Tell me about a time when you helped to resolve a group problem. (Team-work skills, interpersonal skills)



Sample Questions

- Tell me about a time you had to turn to someone for help. (Knowing limitations)
- Talk about a situation when you had to take charge to get something done. (Taking initiative, responsibility)
- Tell me about a time when you had to learn and apply something new in a short time. (Ability to learn & apply knowledge)



Sample Questions

- Describe something you did that you are particularly proud of or consider an accomplishment.
- Leads to follow-up - HOW ... (planning, leadership, delegation, etc.).



Formula for answers

- I was a ___ "your role" _____ and was responsible for ___ "define the project" _____.
- I faced a situation where _____ "describe what happened" _____.
- I did _____ "describe the specific things you did" _____.
- The result was _____ "what happened, what was the outcome" _____.



MBA Interview Tips - Research

- News about the company
- Acquisitions, mergers, strategies
- “Critical Issues” ... industry specific
- Examples
 - Aetna/Cigna - Customer concerns about health care costs ...
 - The Hartford re-organization, P&C issues ...
 - Cigna – R&I sale to Prudential, HC focus strategy ...



MORE INTERVIEW TIPS

- Be prepared with questions – show interest
- What is next step?
- Get business card for follow-up
- **ASK FOR THEJOB!!!!**
- Thank you letter



FOR MORE TIPS ...

- WWW.BUSINESS.UCONN.EDU
- Click on PLACEMENT
- Click on RESOURCES
- Click on JOB SEARCH TOOLS & ADVICE