Interviewing and Etiquette Guide

Career Center
Kansas State University
CAREER CENTER

Open: Monday-Friday 8am-5pm

Call: 785-532-6506

Drop In- *No appointment needed
Monday-Thursday noon-4pm

Career Closet- *No appointment needed
Monday-Friday 8:00 a.m.-5:00 p.m.
AGENDA

1. 30-Second Introduction
2. Behavioral Questions
3. Why should I hire you?
5. Confidence
6. Questions
TELL ME A LITTLE BIT ABOUT YOURSELF

1. Opportunity to sell yourself and make an impression
2. 15-45 second sales campaign
3. Key is to be confident, concise, and friendly w/meaningful dialogue
Introduce yourself:
Greeting / Name
Major

State what you are seeking and your standing in school:
Graduating / Classification Year (Freshman, Sophomore, Junior)
Internship / Full-Time / Part-time / Co-op
Industries of Interest (Optional)

State what you have done that would benefit the employer, your competitive edge or what is unique about you (most should be on your resume):
Work Experience: Internship(s) / Non-Major Related Work Experiences
Activities: Participation in Organizations / Leadership / Volunteerism
Academic Preparation: Research / Special Projects / Study Abroad
Applicable Skills / Strengths: Technical Skills / Special Qualifications
Part 1
Good morning. My name is Willy Wildcat, and I will graduate in May with a bachelor’s degree in Mechanical Engineering. I applied to the manufacturing engineer position you have posted because I want to work in the automotive industry and was impressed by what I learned about Chrysler from my research.

Part 2
My academic background has prepared me to offer skills related to problem solving, Auto-CAD, and product development. I have been active on campus with Engineering Ambassadors, and the American Society of Mechanical Engineers. I also have 3 years of experience which includes a summer internship in product design.

Bridge to Conversation
I’m excited for the opportunity to interview with you today.
BEHAVIORAL QUESTIONS
Tell me about a time when...

- STEP 1 - Explain the situation - short and sweet
- STEP 2 - “What I did”
- STEP 3 - Result/ “What I learned”
WHY SHOULD I HIRE YOU?

“There are three reasons you should hire me.”
1. The first reason…
2. The second reason…
3. The third reason…
 “That’s why you should hire me.”
CONFIDENCE!

- Firm handshake
- Smile
- Eye contact
- Pay attention!!!!
- Say thank you
- Dress to impress
FIVE TIPS!

1. Always say your full name
2. Start strong end strong
3. Always stand when you’re being introduced
4. Bring a notebook! Write down
   1. Strength
   2. Weakness
   3. Three reasons we should hire you
   4. Questions
5. Send separate thank you notes to everyone involved
QUESTIONS OR ADVICE?