

# 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



# 30 SECOND INTRODUCTION

## **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



# SAMPLE INTRODUCTION

**Part 1** Underlined items should be personalized to you and your interests

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?