

# Important factors to consider when applying and interviewing for academic and industry jobs

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# Purpose

## *Curriculum Vitae* vs *Resume*

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- **Personal Marketing Tool**
- Create such an impression on the employer that they will not be able to turn you down for an interview

Promotion and tenure,  
grants, specialist positions,  
awards, etc.

To get an interview or  
employment

# ◦ Differences between CV & Resume:

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## *Curriculum Vitae*

- 3 pages or more
- Comprehensive biographical statement
- Emphasizes qualifications and activities

## *Resume*

- Only 1 page
- Brief description of most important events
- Education, Experiences & Skills

# Ways to writing your CV or Resume

## REVERSE CHRONOLOGICAL ORDER

*Reverse Chronological*

**Cindy Evans**

3536 Butte Campus Drive  
Oroville, CA 95965

(530) 895-2334  
evansci@butte.edu

**Objective:** Seeking Marketing Manager position with Dragonfly Communications Network.

**Experience:**

**Marketing Representative** July 1999 to Present  
Dragonfly Communications Network Chico, CA

- Powerful statements of your knowledge and abilities
- Ranked by relevance to position you are applying for
- Illustrate the breadth and depth of your knowledge
- Tell the employer what they want to know, list specific accomplishments

**Promotions Assistant** May 1995 to June 1999  
Butte Enterprise Chico, CA

- Powerful statements of your knowledge and abilities
- Ranked by relevance to position you are applying for
- Illustrate the breadth and depth of your knowledge
- Tell the employer what they want to know, list specific accomplishments

[https://www.butte.edu/departments/jpce/reverse\\_chrono\\_resumes.html](https://www.butte.edu/departments/jpce/reverse_chrono_resumes.html)

## FUNCTIONAL/SKILL BASED

<b>Your Contact Information</b>	<b>Elizabeth G. Ross</b> 239 Arch Street * Philadelphia, PA 19106 (215) 555-3524
<b>Summary:</b> Experience is placed in a brief summary. Include years of experience and detailed relevant information.	<b>SUMMARY</b> Nine years of management experience in Insurance companies, business and financial service organizations. Successfully demonstrated effective management, communication and organizational skills. Complied with the mission of each organization and contributing greatly to the daily operations.
<b>Professional Qualifications:</b> Keeping in mind employers current needs, list your accomplishments and responsibilities under an appropriate title.	<b>PROFESSIONAL QUALIFICATIONS</b> <b>Financial Management Skills</b> Prepared financial reports required by companies to conduct operations and to satisfy tax regulator requirements. Oversaw the flow of cash, business loans and investments and developed information to assess the financial status of the firm. <b>Business Services Management Skills</b> Planned, organized and supervised the delivery of specialized business resources and services. Provided interdepartmental referral and structured individual company payment methods. Approved new accounts and coordinated sales and marketing. <b>Claims Management Skills</b>

<http://www.samplesresume.net/12572/20-skills-in-resume-example/>

# The Golden 5 Cs

## **Clear**

- Clear and Separate heading/sections

## **Concise:** summarize and highlight

- Emphasis: Bolding, italics, all CAPS. No underlining
- Bulleted Statements
- Action-oriented verbs such as organised, delivered, accomplished, achieved

## **Consistent**

- do not mix categories and dates

## **Complete**

- includes everything you need in a CV
- Include only what is relevant in the resume

## **Current – Up-to-date**

# Style & Appearance

## **Format:**

- no 'correct' format BUT Guidelines vary depending on country and profession

## **Printing:**

- Use neutral, professional résumé paper

## **Font:**

- Size: 10-12,
- Standard Style: Times new roman or Arial

**Balance white space and text**

# DOs and DONTs

- **Include recent & relevant experience (paid *or* voluntary)**
  - **List your skills & achievements**
    - **Back up with evidence**
  - **Include a statement about your career aspirations & what you have to offer the employer.**
  - **Be honest but positive**
  - **Proof-read for spelling, punctuation, grammar & meaning.**
- **Do it in a rush.**
  - **Leave gaps in employment.**
  - **Lie.**
  - **Include irrelevant personal details such as marital status.**
  - **Simply write a list of duties under work experience (remember you are selling yourself!).**
  - **Use flashy or large font.**

# To include

or

# Not To Include ?

- Contact information
  - Full name
  - Permanent mailing address
  - E-mail address
  - Phone numbers
- Education
- Honors and Awards
- Professional Experience (employment)
- **Publications** and presentations
- Extracurricular and volunteer experience

- Picture
- Date of birth and place of birth
- Nationality
- Marital Status
- Gender
- Race
- Related Coursework

**Optional**

- Extensive list of hobbies
  - Especially if you only did them once!
- Languages where you only know a few words
- Unsupported activities
- Unprofessional emails



# Industry vs. Academic jobs:

- If you have post-graduate qualifications, don't highlight the subject matter—it may be important to you as an applicant, but your employer will be interested in the generic skills that you learnt and how you can apply them to other situations, and how you frame and solve problems by consulting and working with others.
- Commercial employers are impressed by people who get things done on time and within budget, without upsetting other people.

# Country-specific CV requirements

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## USA

US law prevents employers from asking for any information that could be discriminatory unless revealed first by the applicant

## EUROPE & ELSEWHERE

Date of birth and place of birth

Nationality

Marital Status

Passport Picture

# Preparing and Adjusting your CV or Resume

Start preparing your CV **TODAY:**

- **it is never too early**
- **update as you go**

Fine-tune your CV before each submission

Highlight relevant qualifications

- Be selective according to the job

Always send with a letter of application or Cover Letter

- Opportunity for persuasion
- Always keep this letter as short and concise as possible (never more than a single page)

- **Many applicants tend to send a cover note saying that they'd like to apply for the position, accompanied by a generic CV.**

**An application should demonstrate that some thought has been given to what the position is about and what the employer needs from the applicant.**

**A generic CV is fine, but the cover letter should interpret the position at the highest level and explain how the applicant will address what the employer is looking for.**

**Interpretation of the position requires taking a gamble to an extent, but to better understand a position, try to contact someone in the organisation who can explain what is required, or someone who has worked in a comparable position.**

# THE SUCCESSFUL JOB INTERVIEW

*Helpful tips to help prepare for the  
interview, from apparel to responding  
to difficult questions...*

*“Life after graduate school” – the learning curve can be steep*



### In this presentation:

- ▶ Dealing With Interview Anxiety
- ▶ Purpose Of The Job Interview
- ▶ Several Types Of Interviews
- ▶ How To Prepare
- ▶ Questions To Ask Before The Interview
- ▶ Interview Do's & Don'ts
- ▶ Things To Remember During The Interview
- ▶ Possible Interview Questions
- ▶ Questions To Ask
- ▶ The Issue Of Salary
- ▶ What To Do After The Interview
- ▶ How To Dress For Success



# Dealing with Interview Anxiety

Interviewing for a job is often filled with anxiety and fear but it doesn't have to be that way.



There are things we can do to *prepare ourselves* and become more self-confident and relaxed.

***Being prepared*** is the best way to reduce anxiety and help ensure a successful job interview.

# Purpose of the Interview

- ▶ Your opportunity to shine
  - ▶ Your abilities, talents, interests, personality, work experience, education, and motivation
- ▶ Informs you about the employer
  - ▶ Employer needs, history, work environment, business activities, and future plans



**NOT  
LUCK**



Rather, you should:

- “Brand yourself” in a positive way – so you stand out from the other applicants.
- “Name drop” – who you know can make a difference.

# Applicant Blooper Break

**Someone brought in their high school yearbook to show the employer that they were voted “Most Popular” by the senior class.**



Interviews are often short. They are not the place to be getting basic information about a job. You should be using the time to impress your prospective employer and learn more about the position, culture and people you may be working with.

- Don't ramble when giving responses.

If asked to give a presentation, ensure that you address the topic proposed, and use the presentation to highlight your strengths and what you can bring to the position and organisation.

- It surprises me how many applicants will criticise their current boss or colleagues. This doesn't impress anyone.

However, to describe the working style of a boss or colleague and how you have considered and adapted to their style to influence and get things done would impress..

- Although people read about big ego CEOs, the reality of the ordinary workplace in the commercial world is that it is a very group and team orientated workplace.
- Many applicants have very little appreciation of the importance of people and their behaviour in the workplace. Anybody who has had to manage staff will understand how important this is. Applicants with a scientific background are usually worst in this regard.

- Scientists think that their value to an organisation is derived from their technical ability. Early in their career, this is true but, very quickly, organisations are expecting employees to demonstrate that they can contribute to the organisation by working with and through other people.

It will impress a potential employer if an applicant shows some appreciation of this. Things to highlight are examples of how the applicant achieved things by good communication, working with and influencing others to achieve things.

- Many companies are global and work in global teams. This requires very good personal communication and remote communication skills.

# Types of Interviews

- ▶ **The Directed Interview**
  - ▶ Impersonal, seeks to reveal facts
  - ▶ Interviewer takes notes using an outline and checklist
  - ▶ Compares you to others
- ▶ **The Undirected / Meandering Interview**
  - ▶ Unstructured, an open discussion of your qualifications
  - ▶ “Tell me about yourself...”





# Types of Interviews – *Continued*

- ▶ **The Behavioral Interview**

- ▶ Interested in past behaviors, “Describe a time that required problem-solving skills, adaptability, leadership, conflict resolution,…” and “How did you deal with this?”
- ▶ Be prepared to have stories to demonstrate

- ▶ **The Audition**

- ▶ A simulation or brief exercise to evaluate your skills
- ▶ Inquire specifically about the instructions
- ▶ Take ownership of your work



# Types of Interviews – *Continued*

- ▶ **The Group Interview**

- ▶ Several applicants at one time
- ▶ Provides a sense of your leadership potential and style
- ▶ How do you interact with peers?
- ▶ Keep an eye on the interviewer

- ▶ **The Panel/Board Interview**

- ▶ Several interviewers are present
- ▶ Positions are usually with gov't agencies or large organizations
- ▶ Maintain eye contact when answering questions: questioner, each group member, back to questioner



## ▶ **The Tag-Team Interview**

- ▶ Companies that rely heavily on team cooperation
- ▶ Series of one-to-one interviews or panel style



## ▶ **The Mealtime Interview**

- ▶ Jobs that require interpersonal acuity
- ▶ How you handle a fork, how you treat your host, other guests and the serving staff
- ▶ May be structured, informal, or socially situated; allow the interviewer to lead conversation
- ▶ Take cues from the interviewer
- ▶ Food: order quickly, non-messy foods





# Types of Interviews – *Continued*

- ▶ **The Telephone Interview**
  - ▶ Used to determine whether the applicant has the right qualifications
  - ▶ Used to determine how interested that applicant actually is in the position
  - ▶ Assess communication skills
  - ▶ Helps the interviewer to fill in missing information about the applicant



# Applicant Blooper Break

**This applicant showed up to the interview sick. She shook hands before the employer knew it and indicated that she would probably catch the flu within a week!**



# Preparing for the Interview

- ▶ Gather work samples, copies of resume, references and place in a nice case or folder
- ▶ Remember to bring a pen
- ▶ Rehearse your answers
- ▶ Write down your questions about the job or organization
- ▶ Review your work history
- ▶ Practice your answers to common interview questions
- ▶ Be prepared for surprises



- **Many applicants have not taken the trouble to do any background research on the organisation. This should be done before the interview to demonstrate interest in the organisation and to help one frame questions for the interview panel. Product profiles and stock market news searches are useful.**

**If someone has not done any background checks, it rather suggests they are not sufficiently interested in the position or tend to be ill-prepared for meetings. Neither is good for an employer.**

**Also, if you are applying for a job in a new location or country, moving away from friends and family, it would be silly not to be sure that you are going to like the job you are applying for, and the area to which you are moving.**



# Applicant Blooper Break



**When this applicant came into the room, he started bouncing up and down on the carpet and told me I must be highly thought of by the company because I was given such a thick carpet!**



# Before the Interview

*Research The Company*



**Ask Some Questions**

- How many people will be interviewing me?
- Will I be the only one interviewed during this time?
- What kind of questions will be asked?
- How can I best prepare for the interview?
- What are the names of my interviewers?

# Interview Do's and Don'ts



Do not chew gum  
Do not distract the interviewer  
Do not bring family or friends  
to the interview



Do not use slang



Do not ramble



Do formulate your answers  
before beginning to speak;  
avoid "um...well..."



# Applicant Blooper Break

**An applicant was asked, “If you were an animal, what kind of animal would you be?” She said that she would be a cat because they are lazy and lie around all day!**





# Beginning the Interview

- ▶ Firmly shake hands with those you meet
- ▶ Greet all involved in the interview process and try to remember names
- ▶ Be friendly to everyone (secretaries, other employees, etc.)
- ▶ Follow the interviewer's lead (direction, selecting a seat, etc.)



# Posture During the Interview

- ▶ Sit on the front third of the seat
- ▶ Men: legs uncrossed, but closed
- ▶ Women: legs or feet crossed if wearing a skirt, may be uncrossed, but closed
- ▶ Hands folded in front
- ▶ Sit up straight with head, neck, and chest aligned with hips
- ▶ Be careful of bad habits
  - ▶ Tapping your fingers
  - ▶ Biting your nails
  - ▶ Playing with your hair
  - ▶ Clicking your pen, etc.



# Applicant Blooper Break

**This applicant stretched out on the floor to complete his application paperwork!**



# Remember...

- ▶ Nervousness is normal
- ▶ Take a deep breath and try to **RELAX**
- ▶ Don't let nervousness interfere with your answers or conversation
- ▶ Remind yourself that this is just part of the process to see if you are a **good fit** for the position





# During the Interview

- ▶ Be on time
- ▶ Be friendly
- ▶ Show your enthusiasm
- ▶ Be positive and honest
- ▶ Maintain eye contact
- ▶ Express yourself
- ▶ Don't criticize previous employers



- ▶ Be aware of body language
- ▶ Be a good listener
- ▶ Emphasize your strengths
- ▶ Be yourself
- ▶ Avoid personal issues
- ▶ Be confident
- ▶ Discuss ways you can contribute





# Applicant Blooper Break

**These applicants interrupted the interview to  
call mom for advice on how to answer a  
difficult question!**



# What Companies look for:

- The personality and work patterns of the applicant
- The motivation and aspirations of the applicant
- Does the applicant have the intelligence and demeanor for further internal and external training
- The qualifications and experience of the applicant... these are regarded as basics and will be assessed at the CV screening stage. Little time is spent on them during interview except to learn about apparent gaps in work history, and what applicants learnt from their previous positions in relation to problem solving, their strengths and weaknesses, areas for development, and their preferred working style.

# The Purpose of Off-the-Wall Questions

- ▶ Test your ability to operate under pressure
- ▶ Demonstrate your problem-solving skills
- ▶ Opportunity for you to think quickly, question and communicate
- ▶ Usually no right or wrong answers





# Your Turn to Ask the Questions

**Never, never,  
never, never  
give up.**

**-Winston Churchill**

**The important  
thing is not to  
stop questioning.**

**-Albert Einstein**

- ▶ An interviewer will also allow time for you to ask questions, usually at the conclusion of the interview.
- ▶ You should always have a few questions prepared to ask at this time.
- Ask about future company projects, the future of the industry, challenges associated with the job

# Applicant Blooper Break

**An applicant said, "I've already accepted another position but I thought I would show up for this interview just in case the pay was better!"**





# When the Interview is Finished

ASK when you can expect a decision and if you should call

Express thanks for their time



FOLLOW UP the interview with a thank-you note or letter

ANALYZE your performance in the interview (for later interviews)

**DO NOT GET DISCOURAGED!**

Learn from the process and be patient



# Applicant Blooper Break

**During this applicant's interview, an alarm went off in his briefcase. He took it out, shut it off, apologized and said he had to leave for another interview!**



# Dressing for Success



- ▶ Take into account the weather
- ▶ Think conservative, traditional, neat, modest, clean
- ▶ Do not go for “shock value”
- ▶ Dress to fit in
- ▶ One level above the work environment
- ▶ Dark or neutral colors
- ▶ Natural fabrics
- ▶ Little or no scents (cologne, perfume, etc.)



# Do NOT Wear



Clothes with  
printed logos

T-shirts, tank tops,  
sweats, shorts

Formal wear

Flip-flops

Hats indoors

Worn-out or torn garments

Clothes that are revealing

Strong scents or  
excessive jewelry



# Applicant Blooper Break

**This guy flipped open his cell phone and took a picture of me. He said that he takes pictures of everyone who interviews him!**



# For Men

- ▶ Suit, two-piece matching of good quality
- ▶ Navy, dark grey, black, conservative solids or pinstripe
- ▶ Wool or wool blends
- ▶ Silk tie, no extremes
- ▶ Long sleeved shirts in white or light blue; solid or conservative stripes
- ▶ Leather, lace-up or slip-on business shoes in black, brown, cordovan-polished!





# For Men



- ▶ Belt should match shoes!
- ▶ Facial hair well-groomed
- ▶ Conservative watch and other jewelry
- ▶ Removing earrings is safest
- ▶ Do not leave the tags on outside of apparel
- ▶ Long socks to match color of suit – no white tube socks!

# Applicant Blooper Break

**This applicant came to the interview on a small motor bike and parked it in the reception area. She said she didn't want it to get stolen and she would require indoor parking if she got the job!**

# For Women



- ▶ Two-piece matching skirt or pant suit
- ▶ Long sleeved blouse in cotton or silk
- ▶ If skirt, it should hit at the knee or slightly above
- ▶ Navy, grey, brown, black, solid or conservative pattern – no florals!
- ▶ Conservative watch



## For Women



- ▶ Avoid extreme or excessive jewelry
- ▶ Keep makeup conservative
- ▶ Shoes should be leather or fabric, closed-toe, and comfortable; belt to match
- ▶ Stockings: sheer, neutral color complementing suit
- ▶ Purse/bag should be small, simple, coordinate



# Applicant Blooper Break

**This applicant said he didn't really want a job but he came to the interview because the unemployment office wanted proof that he was looking for one!**






# The Key to a Successful Job Interview?

## Be Prepared!



- **Dos and don'ts of a 'teaching' presentation:**
  - **Do be enthusiastic & speak clearly!**
  - **Do interact with the audience.**
  - **Don't stand and talk to the screen.**
  - **Don't mumble or be timid.**
- 

# The Lighter Side:

[www.principalinvestigators.org](http://www.principalinvestigators.org)



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**"Yum! A tasty P.I."**

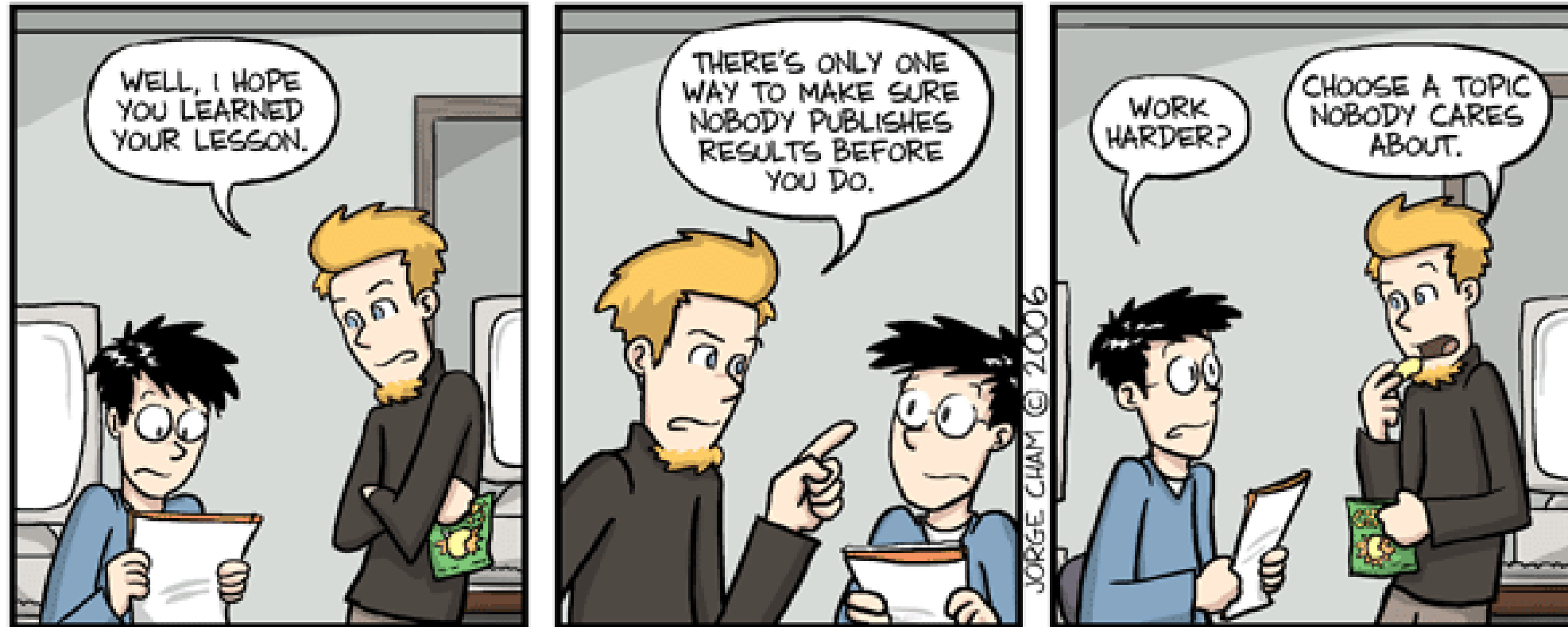
# Presentation Information

- ▣ This presentation has been edited from its original form.
- ▣ Original presentation provided by:
  - Simpson University Career Services Center

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and make it happen***



## ◦ Publish or Perish?



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