

# Launching Your Career

## A Handbook for Mizzou Engineering Students



Engineering Career Services  
University of Missouri

# Corporate Partners

Engineering Career Services is proud to have the support of its corporate partners. Corporate partners attend career fairs, sponsor student activities, provide scholarships and participate in professional development opportunities for engineering students. Corporate partners enjoy the added benefits of recognition and exposure within Mizzou Engineering and across the MU campus.



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Union Pacific Railroad is a high tech, Fortune 200 transportation company that is an integral part of the foundation of our nation's economy. The company operates in 23 states over the western two-thirds of the nation. With a proven track record, the latest technology, and a talented workforce, they're leading the way in the transportation industry.



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With more than 50 years of power plant construction experience, Kiewit Power Constructors, based in Overland Park, Kan., is an organization focused on answering and meeting the demands of the power market and its clients. Specializing in engineering, procurement and construction of large, complex and multi-disciplinary energy projects, the company's energy markets include: coal-fired projects, air quality projects, coal gasification, and ethanol.



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Norfolk Southern Corporation is a Fortune 300, Norfolk, Va., based company that controls a major freight railroad, Norfolk Southern Railway Company. The railway operates approximately 21,600 route miles in 22 eastern states and parts of Canada, serving all major eastern ports and connecting with rail partners in the West and Canada, linking customers to markets around the world. Norfolk Southern links customers to markets around the world, provides comprehensive logistics services, and offers the most extensive intermodal network in the East.

# Table of Contents

Job Seeker Responsibilities .....	2
Help Us Help You .....	2
www.HireMizzouTigers.com .....	3
Résumé Tips .....	6
Common Résumé Writing Mistakes.....	8
Choosing the Right Words .....	9
Sample Résumé Format .....	10
Sample Résumé .....	11
Cover Letter Tips.....	12
Sample Cover Letter .....	13
Preparing for a Career Fair .....	14
Transcripts .....	14
On-Campus Interviewing .....	14
On-Campus Interview Policies .....	15
The Interview .....	16
Sample Interview Questions .....	18

## Engineering Career Services

W1052C Thomas and Nell Lafferre Hall, Columbia, MO 65211

muecs@missouri.edu • (573) 882-4487

<http://engineering.missouri.edu/careers//>

*Our office is open from 8 a.m. to 5 p.m. Monday through Friday.*

## ► Job Seeker Responsibilities

As a job seeker utilizing the services of the Mizzou Engineering Career Services (ECS) Office, I understand and agree to follow the ethical guidelines as outlined:

### *I will:*

- Provide only true and accurate information.
- Sign up only to interview for positions of interest to me and for which I meet the stated eligibility requirements.
- Provide a minimum of 48 hours notice if I must cancel the interview.
- Notify employers in a timely manner of my decision to accept or reject an offer.
- Notify Mizzou ECS immediately after my acceptance of a full-time offer and inactivate my account on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com).
- Stop interviewing with other employers after accepting an offer of employment.
- Request reimbursement (when reimbursement is offered) of only reasonable and legitimate expenses incurred during the recruitment process.

Failure to follow these guidelines as outlined by the National Association of Colleges and Employers and endorsed by Mizzou ECS will result in forfeiting my right to participate in job search activities through Mizzou ECS. Continued participation with Mizzou ECS is conditioned on following these guidelines and others set out in this handbook.

## ► Ways you can help us help you

- Complete our online survey for any internship, co-op, or full-time offers you receive. Identifying information is always kept confidential, but the information we gain from it is very valuable to us, employers, and prospective students.
- Keep your contact information current (through MyZou and [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com)) even in the summer. Employers search for candidates year round.
- Attend seminars and workshops hosted by Engineering Career Services to assist with your professional development
- Open a [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com) account, and learn to navigate the site. (See pp. 3-5).

## ► [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com)

To open an account, you must

- complete your profile.
- upload a current résumé.

Keep in mind employers can view the following fields within your profile: name, address (permanent and local), phone, e-mail, website, classification, graduation date, major, degree, awards/achievements/clubs and organizations and skills/certifications/experience.

**The following Student Quick Guide  
(courtesy of the MU Career Center) will help you get started  
on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com).**

### **Student Quick Start**

#### **◆ Log In & Registration**

Access the following website: [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com).

Click on “Enter” under the “Students/Alumni” heading.

#### *New Users-Registration*

Click on “Click here to Register!” and follow the directions on that page.

1. Click on the “Click here to Register!” link.
2. Complete all sections and click on the “Register” button.  
Required (\*) fields are marked with an asterisk.
3. Upload your résumé. If you do not have a résumé, please stop by Mizzou ECS for assistance.
4. Click on the “Submit Profile” button.

**NOTE:** *Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (573) 882-4487.*

#### *Existing Users-Login*

1. Enter your username and password and hit enter.

## ◆ My Account

### *Update Your Profile*

- 1 To update your profile click “My Account” and select My Profile.”
2. You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information. Click on the [Edit] link which will then allow you to modify your profile. Carefully go through each section and complete all of the fields making sure to click on the “Save” button. Required fields are marked with an asterisk (\*).
3. After modifying your profile click “Save.”

**NOTE:** *The more detailed you fill out your profile, the better we can assist you and the better the employer response. Applicant type indicates the type of job your seeking only choose full-time if you are seeking a regular full-time job, choose part-time for all part-time jobs (including full-time seasonal jobs).*

### *Upload Your Documents*

1. Put your cursor over “My Account” and select “My Documents.”
2. Click on the “Upload File” link.
3. Click “Browse” to find your document.
4. Select the correct document and name it.
5. Click “Upload.”

**NOTE:** *When uploading more than one document, make sure your most generic résumé is your default. Your default résumé is the document that employers can view when accessing our system.*

## ◆ Jobs

### *Search for Jobs, Internships and Co-ops*

1. Make sure that you have uploaded a résumé and that it has been reviewed. Only students with reviewed résumés may search all jobs. Students without a résumé may browse a list of part-time/seasonal/internships/co-ops but they cannot search or apply for jobs.
2. Put your cursor over “Jobs” and select “Job Search.”
3. Fill in the search criteria to narrow down your job search OR just click “Search” (without entering any search criteria) to view all current jobs.
4. Click on the “Job ID” to see the specifics of the position and how to apply.

## ◆ **Employer Directory**

### *Browse the Employer Directory*

1. Click “Employer Directory”
2. Fill in the search criteria to narrow down your search OR just click “Search” (without entering any search criteria) to view all current employers.
3. Click on column headings to sort by “Organization Name,” “Location,” “City,” “State,” or “Employer Category.”
4. Click on “Organization Name” to view employer or contact information. Click the number listed under the “Jobs” heading to view that employers active jobs.

## ◆ **Interview Requests**

### *Interview on Campus*

1. Put your cursor on On-Campus Interviews.”
2. Click on sign up for interviews
3. All jobs that employers are interviewing on campus will appear.
4. Click on the job title.
5. Click on the request interview button

## ► Résumé Tips

### ◆ What to Include

The amount of information available to job seekers is extensive and readily available. The number of books, websites, DVDs, and handbooks can be overwhelming to even the most experienced job seeker. Be a good consumer of these materials. Know the credibility of the source as well as whether or not you are the target audience of the recommendations being given. What is an absolute rule in one circumstance may not hold true across other situations.

With that said, undergraduate engineering students seeking internships, co-ops, or their first full-time position are the primary audience for this handbook. Engineers with advanced degrees or full-time work experience in engineering will want to modify the recommendations included in this handbook as their situation warrants.

### ◆ Expectations for Résumés

#### ◆ Appearance

- Well-organized and easy to read.
- White, off-white, pale gray or other neutral colored paper.
- Error-free (proofread and ask others for help with proofreading).
- Unfolded (use an 8 ½ x 11 envelope instead of a standard #10 letter envelope if you will be mailing your résumé).
- Consistent style – both grammatically and visually.
- No flashy fonts or graphics.
- Do not use abbreviations (e.g., SWE, NSPE).

#### ◆ Content

##### • *Basic information*

Include both current and permanent addresses and phone numbers and your preferred e-mail address. \*\*Please make sure the voicemail message for the number you list sounds professional and will represent you well to a prospective employer. The same standard holds true for e-mail addresses. Using your MU e-mail is best, but at the least, please do not request that an employer contact you at 1hotmomma@yahoo.com for example.

Do not include personal information such as gender, religious affiliation, political affiliation, etc.

##### • *Objective*

Target the specific employer.

Use your own words.

Make it specific, but still keep it brief (1-3 lines is typical).

##### • *Education*

List in reverse chronological order including the degree toward which you are working and indicate your expected graduation date.

List GPA (typically recommended if GPA is >3.0).

If you are supporting a significant portion of your education through work and scholarships, you may indicate so if you choose.

List coursework only if it is not part of the required coursework for the degree, and it would be relevant to the position which you are seeking.

- ***Work experience***

List in reverse chronological order.

List job title, employer, city, state, and dates of employment (month and year are sufficient).

Describe job responsibilities and duties; begin statements with present tense verbs for current employment and past tense verbs for all former employment; (See list of strong active verbs on p. 9.).

Use a bulleted format rather than a detailed narrative and emphasize the most significant aspects of your work.

***For example:***

**Engineering Assistant**

**Smith Engineering Services, St. Louis, MO** (June 2004 - August 2004)

- Designed widgets
- Repaired widgets and recommended design changes

- ***Other possible sections***

Student organizations, civic organizations, professional memberships, or similar category. Awards, honors, or special recognitions.

Special skills or certifications.

- ***References – Do not include references on your résumé.***

Prepare a separate reference sheet, titled “References for [your name]”.

Ask permission before providing the name of a reference to a prospective employer. After permission is granted, give the person who has agreed to serve as a reference for you a copy of your résumé.

Have your reference sheet available when an employer asks for it (bring it to your interview).

Print your reference list in the same style, format and paper as the original résumé.

Seek out credible references who you know will give you a good recommendation.

*Do not* list relatives. In addition, close family friends; your friends’ parents; or high school teachers, principals, or counselors are all questionable and should be avoided unless there is a compelling reason to use them.

*Do not* list someone primarily because he or she has an impressive title or position. If the person cannot speak to your credentials, use someone else.

List at least three reference names, along with their position, address and phone number (one professional, one personal, and one academic would be a good balance for a student résumé).

## ► Common Résumé Writing Mistakes

### ◆ Too long or too short

One page is preferred, but your résumé should not be too sparse. If your experience warrants it, a two-page résumé is acceptable if you use at least half of the second page.

### ◆ Poorly organized

Poorly organized résumés often include illogical organization, inconsistent style, or are otherwise difficult to follow.

### ◆ Poorly typed or reproduced

A résumé may look unprofessional due to such things as low quality printing or font size that is too small.

### ◆ Faulty writing style

Faulty résumé writing includes poor grammar, misspellings/typos, poor punctuation, wordiness, weak sentence construction, overuse of the same adjectives, and unclear abbreviations or acronyms.

### ◆ Unclear career objective

A poor career objective may be too long, too short, not clearly defined, copied rather than individualized, or unsupported by the text of the résumé.

### ◆ Poor description of experiences

Listing too many or irrelevant activities on your résumé is not effective. In addition, not giving enough description of tasks, skills, responsibilities, accomplishments, or unexplained time gaps in your work experiences weakens your résumé.

### ◆ Irrelevant personal information

Providing information that is not job-related (i.e., height, weight, marital status, sex, age, race, number of dependents, religion, etc.) is inappropriate.

### ◆ Emphasizing style over substance

Fancy typesetting or graphics, photographs, and exotic paper stock should be avoided.

### ◆ Misdirected

Too many résumés arrive on employers' desks unsolicited and with little or no apparent connection to the organization. A targeted cover letter will help avoid this.

## ► Choosing the Right Words

No doubt you have seen a number of lists of strong verbs to use in your résumé. Most of these offer good suggestions, but consider one note of caution: make sure you are choosing a word that accurately describes the task, duty, process, etc. that you are using it to describe. Do not assume that synonyms provided by a thesaurus are exact synonyms. Also, do not use words that sound unnatural, pretentious, or that you would not otherwise use. The following is a sample of words that are precise and appropriate to describe many professional functions, especially within technical fields.

Administer	Design	Modify
Analyze	Detect	Negotiate
Approve	Dispense	Operate
Assemble	Distribute	Originate
Assign	Document	Process
Build	Enforce	Produce
Calculate	Evaluate	Promote
Chart	Expand	Recruit
Classify	Expedite	Represent
Collaborate	Facilitate	Research
Collect	Forecast	Resolve
Communicate	Formulate	Secure
Conceptualize	Generate	Select
Conduct	Initiate	Solve
Consult	Integrate	Synthesize
Construct	Introduce	Tabulate
Control	Investigate	Track
Convert	Manufacture	Train
Coordinate	Maximize	Translate
Craft	Measure	Upgrade
Create	Mentor	Write
Deliver	Model	

# Sample Résumé Format

**YOUR NAME**  
**E-Mail Address**

**LOCAL ADDRESS**  
**Street**  
**City, State Zip Code**  
**Phone**

**PERMANENT ADDRESS**  
**Street**  
**City, State Zip Code**  
**Phone**

**PROFESSIONAL OBJECTIVE**

Describe the type of work you desire, both on a short-range and a long-range basis. The words “career” or “job” may be substituted for “professional”.

**EDUCATION**

Present **highest degree data first**, and work backward. Identify major, minor, courses of study, institution granting degree and anticipated date of graduation.

**EXPERIENCE**

**Identify employer**, location, dates of employment

- Your title and a brief description of duties performed.
- Start with the most recent employment and record data in reverse chronological order.
- Use bullets to draw attention to important information.
- Include volunteer work without pay if the work is related to the professional objective. Also include summer jobs of significant duration and importance.

**HONORS AND ACTIVITIES**

Include clubs, organizations, and honor societies. If an officer, specify which office.

**INTERESTS**

Special skills and hobbies; travel, knowledge of other countries, languages, etc.

**MILITARY SERVICE**

If applicable, include the branch of service, dates of service, rate or rank, and experience.

**REFERENCES**

State “References available on request.” Prepare a separate sheet listing references and their contact information

# Sample Résumé

**ANN E. ENGINEER**  
**ace386@mizzou.edu**

## **Current Address**

501 Cumberland Road  
Columbia, MO 65203-7752  
(573) 449-2299

## **Permanent Address**

2143 Local Way  
St. Louis, MO 63135-0111  
(314) 674-3546

## **OBJECTIVE**

Gain an entry level Chemical Engineering position in the area of suspended particle research.

## **EDUCATION**

B.S., Chemical Engineering, University of Missouri  
Anticipated graduation: May 2010, **GPA 3.14 of a 4.0**

## **EXPERIENCE**

**Dow Chemical**                      Dallas, TX                      June 2005-December 2005

- Co-op, Process Evaluation Engineer in training.
- Directed a three-person team in product analysis and evaluation of a new product.
- Coordinated team presentations to corporate executives.
- Developed patent for new chemical separation process.

**Boeing**                      St. Louis, MO                      June 2004-August 2004

- Received certification and trained process chemical clean-up teams to EPA standard 304.67.

## **HONORS and ACTIVITIES**

- Pi Beta Phi Sorority, President 2003, Social Chair 2004
- Deans List (eight semesters)
- Omega Chi Epsilon (Chemical Engineering Honorary Society), member
- American Institute of Chemical Engineers, member

## **REFERENCES**

Available upon request

## ► Cover Letter Tips

### General Information

- To whom it may concern? No. Find out whom it concerns.  
Address the letter to a specific person. Call the employer if necessary to find out the individual's name and to ask for the correct spelling, even if it sounds like a common name. Be sure to find out how the individual wishes to be addressed (i.e., Ms., Mr., Mrs., Dr.). Maintain formality; never address the individual by his or her first name until you have been invited to do so.
- The letter should be in your words and not copied from a book.
- The letter must be concise (one page) and error-free.
- Salary inquiries are not appropriate in a cover letter.
- Do not begin sentences with “I think”, “I feel”, or “I believe”. Content should have a positive, confident tone. I feel that I am well qualified...
- A cover letter is a good place to explain extenuating circumstances (e.g., gaps in employment or school) that cannot be explained in a résumé.

### Primary Parts of a Cover Letter

- State the specific position or type of work for which you are applying.
- Explain how you learned of the position (if applicable).  
If from a newspaper ad, give newspaper, date, title of the position, etc.  
If someone referred you, you may want to give his or her name.
- State your strongest qualifications, professional qualities, and motivation.
- Explain what you can do for them (not what they can do for you).
- Request review of credentials and inquire as to what the next step will be.
- Show appreciation (for example: “Thank you for your time and consideration.”)
- Include your name, address, and telephone number somewhere in the cover letter.
- Sign the letter.

## *Sample Cover Letter*

August 1, 2008

Mr. John Smith  
Director, Human Resources  
The BEST Engineering Company, Inc.  
146 West 64th Street  
Chicago, Illinois 11234-8900

Dear Mr. Smith:

I am writing this letter in response to the posting for a chemical/environmental engineer that your firm placed on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com). I will graduate from the University of Missouri in May 2007, with a B.S. degree in Chemical Engineering, environmental emphasis.

My primary goal after graduation is to secure a position with an aggressive chemical engineering firm and pursue my interests in the field of chemical/environmental engineering. My research of your company indicates that this is one of the fastest growing areas within your company.

The résumé enclosed with this letter will provide you with background information about me as well as my educational and personal interests.

I would welcome an opportunity to talk about a possible career with your company. Please feel free to contact me by phone. Thank you very much for your time and consideration.

Sincerely,

Ann E. Engineer  
(573) 555-2299

## ► Preparing for a Career Fair

A Career Fair is often your first opportunity to make contact with an employer. As such, it is imperative that you not take this opportunity for granted. To prepare yourself to meet with employers at a Career Fair, you should

- Familiarize yourself with the list of employers attending the Career Fair, especially the ones that are hiring in your major and for the type of position you are seeking (e.g., internship, full time).
- Do research on the companies in which you are interested and prepare questions to ask company representatives.
- Update your résumé and have copies on hand to give to company representatives.
- Dress professionally.

For many employers, interview candidates are selected at a Career Fair. Employers will note your appearance, preparedness, and professionalism.

## ► Transcripts

Occasionally, an employer will request a copy of your transcript as part of your application. Make sure you know whether or not the employer requires an official copy, or whether an unofficial copy is acceptable.

### **Official Transcript Request**

The following information comes from the University Registrar's website at [http://registrar.missouri.edu/Records\\_Transcripts\\_and\\_Degree\\_Audit/Transcripts/index.htm](http://registrar.missouri.edu/Records_Transcripts_and_Degree_Audit/Transcripts/index.htm)

Transcript requests can be made in person, by mail or Fax, and online. In all instances, your signature or MU Personal Identification Number is required for release, and there is a \$10.00 Transcript fee per copy. All financial holds must be cleared on your student account before your request can be processed.

## ► On-Campus Interviewing

Students must be registered on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com) in order to take advantage of any of the services or opportunities offered through Mizzou ECS including participation in on-campus interviews for internships, co-ops, or full-time positions, Registration on HMT.com includes an up-to-date profile and résumé. Notice of new interview opportunities are posted on HMT.com where students may sign up for open interviews or submit a résumé on a prescreen schedule. There are two types of on-campus interview schedules:

### ◆ **Open Schedules**

- Open to any student who meets the company's basic requirements; offered on a first-come, first-serve basis until all slots are filled.

### ◆ Prescreen Schedule

- Prospective employers review potential applicants by screening résumés submitted on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com) prior to the “Closed for employer selection” deadline.
- Employers make selections for interviews and submit those via [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com).
- An automatic e-mail notification is sent to students who have been selected.
- Students have a window of time (usually a few days) when they may access the schedule on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com) and sign up for an interview time.

## ► On-Campus Interview Policies

As noted in Job Seeker Responsibilities on page 1, students are expected to give a minimum of 48 hours notice to cancel an on-campus interview. The College of Engineering has established relationships with companies that extend beyond their connections to Mizzou ECS. In Mizzou ECS we share in the responsibility for maintaining and building those strong, positive relationships.

The College of Engineering is known for its high caliber of students. Students who fail to show up for interviews or cancel without proper notice reflect poorly on themselves, the student body, and the college. Please note the following policies regarding cancelling or missing scheduled on-campus interviews.

### ◆ On-Campus Interview Cancellation Policy

- With minimum of 72 hours notice: student needs to cancel on [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com).
- Between 48 and 72 hours notice: student needs to contact MIZZOU ECS at 882-4487.
- Less than 48 hours notice: student needs to contact MIZZOU ECS and write a letter of apology to the recruiter and a copy of the letter must be turned in to MIZZOU ECS within three days of the missed interview. Failure to write the letter of apology will result in the student’s loss of on-campus interviewing privileges.

### ◆ No-Show Policy

- Student writes a letter of apology to the recruiter and a copy of the letter must be turned in to MIZZOU ECS within three days of the missed interview. Failure to write the letter of apology will result in the student’s loss of on-campus interviewing privileges.
- Any student who fails to show up for a second interview will be immediately suspended from all MIZZOU ECS services and privileges. Before the student can have those privileges reinstated, the student must schedule a meeting with the MIZZOU ECS Assistant Director.

## ► The Interview

### ◆ Preparing for Your Interview

- **Research the company**  
Know their competitors, their products, strategy, market position, stock performance.
- **Reflect on your qualifications**  
Have ideas of situations you would like to highlight or points you would like to make (leadership, communication, foreign languages, work ethic, creativity, analytical skills, writing skills). Review the questions on pp.18-20. Think about how you would answer those or similar questions.
- **Dress Appropriately**
  - 1st interview – business professional attire.
  - 2nd interview – if site visit, ask recruiter recommendations (in-office interview – suit more likely; interview in field or on floor – business casual more likely).
- **Know where you are going**
  - Call and confirm site visit the day before, verify directions, time, and any security you may have to go through.
  - Arrive 15-30 minutes early to the area to make sure you get through any obstacles, have an opportunity to check your attire, hair, etc. and arrive at the office or waiting room five to ten minutes before your interview time. Earlier than this and you might disrupt work going on in the office, but less than five minutes, you are late.
- **Waiting room is part of the interview**  
Never underestimate the leverage the employee behind the desk has in the employee selection process.

### ◆ In the Interview

- **Give a warm smile, business handshake, and eye contact**
- **Show enthusiasm, energy, and confidence.**
- **For questions you can't answer**
  - Don't panic
  - Try rephrasing questions (e.g., If I understand correctly, you are asking me...)
  - Ask the interviewer to repeat
- **When you are unsure about a response you have given**
  - Is that what you had in mind?
  - Did I answer your question?
  - Would that approach work at your organization/company?
- **When it is your turn – Ask good questions**
  - How did you get started with the organization/company?
  - What are career paths within the company for successful employees?
  - Ask good sophisticated questions that show you have done your research about the employer and the position.

- Ask questions that will give you an insight into the organizational culture/work environment. What would your employees say is the best thing about working here? How would you describe the work environment here?
- **Taboo questions at first interview**
  - Benefits, educational assistance, sick/vacation leave, and the like; you look short-term and self-interested.
  - What positions are available (should know before your interview).
- **Generic questions**
  - Instead of “tell me about your training or typical day,” try instead, “tell me about a project I would work on in my first year if I come on board with the company.”
- **How to differentiate yourself from other interviewees**
  - Practice interviewing – it’s a learned skill, mock interviews, practice in front of a mirror or with friend. However, this does not mean rehearse. Memorized answers sound memorized.
  - Show your enthusiasm for your career and for the job.
- **End of interview**
  - Close by asking if there is any additional information about your qualifications that you can provide.
  - Again state your desire to join the company.
- **Make sure you know what happens next**
  - Ask: When may I expect to hear from you?
  - Ask: Would you like me to leave you with a list of my references?
  - Get business cards from everyone.
- **Thank you notes**
  - Send within 24 hours.
  - E-mail vs. snail mail. E-mail is acceptable in most situations, but you still need to maintain the formality of a traditional letter. If you are in doubt about the employer’s attitude about e-mail thank you letters, go with the safe option of a written (typed or neatly handwritten) letter.
  - Take the opportunity to overcome shortcomings from the interview or to include something you forgot in the interview.
- **Write up notes**
  - Keep notes about your interviews, follow-ups, etc.

Be honest with companies if you accept another position or if you decide you are no longer interested in the position. You never know when you may want to contact them again about a position.

## ► Sample Interview Questions

These questions represent the types of general questions you may encounter in an interview. While most are applicable to entry-level positions, you will note that some are directed at applicants with professional work experience.

### ◆ Warm-Up Questions

- What made you apply for this position?
- How did you hear about this job opening?
- Briefly, would you summarize your work history and education?

### ◆ Work History

- What special aspects of your work experience have prepared you for this job?
- Can you describe one or two of your most important accomplishments?
- How much supervision have you typically received in your previous job?
- Describe for me one or two of the biggest disappointments in your work history?
- What is important to you in a company? What things do you look for in an organization?

### ◆ Job Performance

- Everyone has professional strengths and weaknesses. What strengths do you possess that would be beneficial in this position?
- What would you say are areas needing improvement?
- When you have been told, or discovered for yourself, a problem in your job performance, what have you typically done? Can you give an example?
- Do you prefer working alone or in groups?
- What kind of people do you find it most difficult to work with? Why?
- What would you say is the most important thing you are looking for in a job?
- What is something—in college or in a job—that you have done particularly well or in which you have achieved the greatest success? Why do you feel this way?
- What were some of the things about your last job that you found most difficult to do?
- What are some of the problems you encounter in doing your job? Which one frustrates you the most? What do you usually do about it?
- What are some things you particularly liked about your last job?

### ◆ Education

- What special aspects of your education or training have prepared you for this job?
- What courses in school did you find most interesting?

### ◆ Career-Goals

- What is your long-term employment or career objective?
- What kind of job do you see yourself holding five years from now?
- What do you feel you need to develop in terms of skill and knowledge in order to be ready for that opportunity?
- Why might you be successful in such a job?
- How does this job fit in with your overall career goals?
- Who or what in your life would say most influenced your career objectives?
- What would you most like to accomplish if you had this job?

### ◆ Self-Assessment

- What kind of things do you feel most confident in doing?
- Can you describe for me a difficult obstacle you have had to overcome? How did you handle it?
- What do you think are the most important characteristics or abilities a person must possess to become a successful? How do you rate yourself in these areas?
- Do you consider yourself a self-starter? If so, explain why (and give an example).
- What do you consider to be your greatest achievement to date? Why?
- What things give you the greatest satisfaction at work?
- What things frustrate you the most? How do you usually cope with them?

### ◆ Creativity

- Can you think of a problem you have encountered when the old solutions didn't work and when you came up with new solutions?
- Of your creative accomplishments—big or small, at work or home—what gave you the most satisfaction?
- What kind of problems have people recently called on you to solve?

### ◆ Decisiveness

- What was your most difficult decision in the last six months? What made it difficult?
- How do you go about making an important decision affecting your career?
- What was the last major problem that you were confronted with? What action did you take on it? Describe the thought process that went into your decision.

### ◆ Leadership

- When working in a group or team situation, what approach do you take to get people together to establish a common approach to a problem?
- What approach do you take in getting people to accept your ideas?
- How would you describe your basic leadership style? Give specific examples of how you practice this.

### ◆ Communication Skills

- What kind of writing have you done? As part of a group? As an individual?
- Have you made any presentations recently? How did you prepare?

### ◆ Flexibility

- How do you feel about regular changes in company operating policies and procedures?
- What was the most significant change you have experienced in the last six months which directly affected you, and how successfully do you think you responded to this change?

For additional resources on interviewing strategies, please visit MIZZOU ECS in W1052C Lafferre Hall. You can get one-on-one advice and find books on several other topics including

- Developing interviewing skills.
- Handling tough interview questions.
- Asking the right questions of an employer.

*Engineering Career Services is here to assist you in your job search process. Please do not hesitate to contact us to let us know how we can help you.*