

Effective Interviewing

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Agenda

- Before the Interview
 - Preparing as if it's an important class
 - Understand the industry and company: What are they looking for?
 - Be prepared to tell your story in a relevant way
- At the Interview
 - Be authentic, relevant and motivated
- After the Interview
 - Followup, build a network, build a career



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Interviewer Interaction

- What's the interviewer looking for? *The “right” balance of:*
 - **Technical Aptitude/Capability**
 - **Demonstrated Leadership**
 - **A person they can work with**
 - *Engagement, Collaboration*
 - *Enthusiasm, Interest*
 - *Flexibility*
 - *Communication Skills*
 - **“Grit”**
- What does the interviewer have to go on?
 - **Academic record**
 - **Resume**
 - **Face to face interview**
 - *Internship (maybe?)*
 - *Campus interview (maybe?)*
 - *Phone interview (maybe?)*

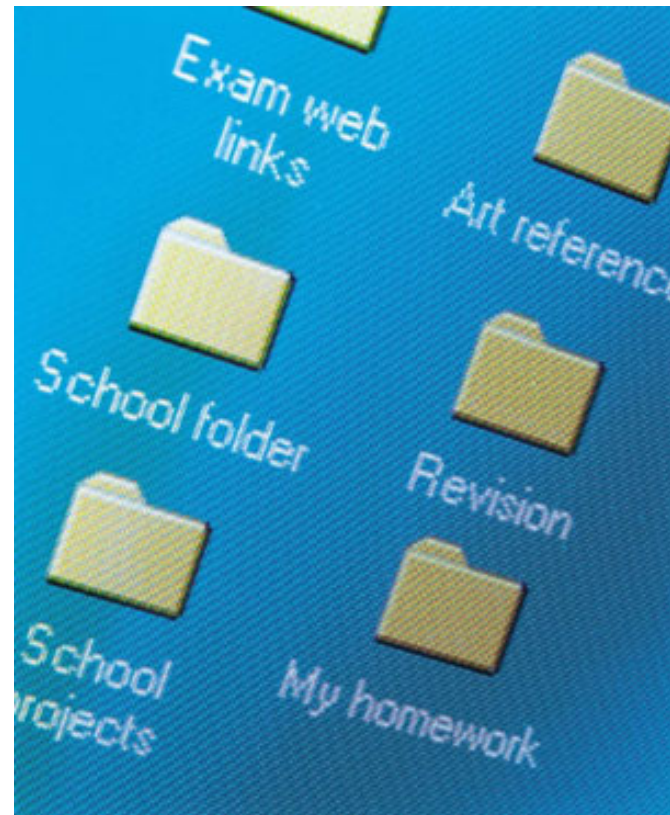
“Does this person make my team better? Is this an engineer that I want on my next project?”



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Prepare

- Research the company in advance: *Most candidates do not research companies!*
 - Understand the company's business
 - What they are looking for?
- Prepare an interesting resume: *Most resumes look alike!*
 - Emphasize *your* experience and skills
 - *Make it a platform to tell your story*
- Analyze yourself and **prepare**: *Most candidates do not prepare!*
 - Know your strengths and weaknesses
 - What do they need? Do your skills fit? Do you know what you want? Are you flexible?
 - Would **you** hire you for this position?
- Prepare examples, stories, questions
 - This is a future colleague. Be interesting, memorable, able to tell an engaging story.
 - ***I remember engaging stories from energized, capable candidates!***



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If You Have A Pre-interview Phone / Lunch / Dinner Meeting

- This is part of the interview process – it matters
 - Be yourself! This person is trying to get to know you.
 - Are you the kind of person they would want to work with?
- Ask lots of questions
 - Show genuine interest. Let this meeting be part of your prep
 - This person got a job – learn from them
- Be energetic, interested, professional

***Before I interview a student,
I always talk to the person who took them to dinner.***



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At the Interview

- Dress for Success
 - If you don't know, ask or overdress. And be comfortable with it.
- Silence your phone in advance
- Use positive body language
- Be enthusiastic, engaging, and authentic.
 - Make eye contact. Show interest. And mean it.
- Create a two way conversation
 - You are interested in this interviewer and company
 - Ask questions. Take the lead when it's offered.
 - ***Be able to tell an interesting story that relates to the position/company.***
 - Leadership
 - Working with / connecting with people
 - Technical depth
 - Ability to stick with tough challenges



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At the Interview

- Direct the conversation about your qualifications, previous accomplishments, and interest in the job
 - Highlight how previous experiences prepared you for this position
 - *If you understand the position, you can tell the right story about yourself*
- Don't be afraid to highlight areas that company may not ask about
 - Language skills, since it may be a part of the position
 - Interest in travel – ***if it's a component of the position***
 - Long term career goals that are consistent with the company
 - Your innate skills and energy:
 1. Technical excellence
 2. Leadership
 3. Team success
 4. Grit



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Make it a Conversation!!

- What are the primary sources of revenue?
- Ask/talk about the key products or services
- How many of your senior leaders are engineers?
- What is a typical career path for a ChE like me?
- Do you see my experience and skills as a good fit for this position?
- What opportunities are there for training, travel, continuing education?
- What kinds of things do employees get involved with outside of the plant/office?
- Is the company growing? What drives growth? Are there global operations?



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After the Interview

- Before you leave, ask, “What’s the next step?”
 - When can you expect to hear from them?
- Thank everyone that you talk to
- Send a follow-up note or email
- Analyze your performance
 - What should I do differently next time?
- Follow up



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Be Careful, Be Thoughtful, Be Professional

- Reputation and ethics matter
- Be careful with social media – LinkedIn, Facebook, Twitter
- Build bridges – don't burn them
- Learn about industries, companies, cultures interviewing experience
- Find ways to stay current



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Questions?

Or conversation later today



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