

Interview Panel Discussion Notes

- **Practice:** Set up a mock interview with an advisor, BAB member or a member of your career service department to help you better prepare and feel confident during the real thing.
- **Research:** Know what the company does, some of their brands, and their culture. Don't ask a question that can be answered by searching Google.
- **Research:** Look up "behavioral interviews." Most companies are using this method. Focus on what you do or did, not "we." It's situation-based, so be able to give real-life examples. Use the STAR method:
 - **Situation Use:** specific details about a situation or task.
 - **Task:** Tell what led to the situation or task?
 - **Action Taken:** Discuss what you did; who was involved?
 - **Result:** What outcome was the result of the situation, task and action?
- **Dress for success:** If you have to think "is this appropriate for an interview," it probably isn't. Tips: Wear a suit, be careful how much perfume / cologne you put wear, and don't over accessorize. Clean, ironed clothes make a good impression. If you wore it to the party last night or out on the town, chances are, it's not appropriate for the interview.
- **First impressions:** The interview begins before you show up onsite. Be courteous to the receptionist in the office or the assistant who contacts you to schedule the interview. You never know who the hiring manager will ask regarding your conduct.
- **First impressions:** Be sure to greet the interviewer with a firm hand shake and make eye contact.
- **Answer:** Be sure to answer the question you're asked. In the interview, you can't "fake it until you make it." It's very clear to the interviewer if you don't know the answer.
- **Listen:** Let the interviewer finish their thought or questions before jumping in with your response. Pause 1-2 seconds after they've finished, then reply.
- **Follow up:** Most recruiters agree that if you don't hear back after an interview it is appropriate to follow up within a week or two. Just be mindful of the recruiters schedule and don't contact them daily.
- **Follow up:** Send a handwritten follow up note after the interview. To make sure they receive it in time, you can send an email thank you within 1-2 days following the interview.

Résumé Panel Discussion Notes

- **Objectives:** Leave the objective off the resume unless you're applying for an internship. If so, use the objective to state what area of the company in which you're interested.
- **Results:** Quantify your results. Resumes are more about your *achievements* vs. your actual job description. Don't just list out your responsibilities.
- **Contact info:** Use a professional email address on your resume. Most college email addresses (john.smith@college.edu) expire after you graduate, so create a Gmail, Yahoo or other free email account. John.Smith@gmail.com or (if your name is as common as John Smith) try something like John.Smith1_PennState@gmail.com.
- **Formatting:** Your résumé should be easy to read. Work with your Career Services office or faculty advisor to get recommendations on commonly used formats. Keep it simple. Chronological résumés are the most common.
- **GPA:** It varies by company, but it's good to have it listed for reference. If you don't list it, it may be perceived that you're hiding something. If your GPA is lower than 3.0, be ready to explain why.
- **Cover letter:** Cover letters aren't typically needed at a career fair. If you choose to write a cover letter, use it for follow up via email. Rather than attaching it, tailor it to fit in the body of the email with your résumé attached.
- **Keywords:** Recruiters are looking for *leadership, communication, project management, and teamwork* to name a few. Research and use action verbs such as *led, procured, trained, empowered, managed*, etc. to show what you accomplished. Use the job description as a guide as to what they are looking for so you can tailor your resume for that specific position.
- **Quality:** Resume paper quality: General consensus among recruiters agree that the résumé should be about what's on the paper vs. the paper itself. Pick a slightly heavier weight of paper to print your résumé. Keep it simple.
- **Length:** The majority of recruiters agreed that student résumés should be no longer than **ONE PAGE**. Tailor your résumé to include only relevant information. References don't need to be listed – they'll ask if they need them.