



## **Effective Interviewing - Preparation**

- ▶ **Create an effective resume / CV**
- ▶ **Know your resume**
- ▶ **Prepare and practice answers to behavioral questions**
- ▶ **Assess your career direction**
- ▶ **Research salaries**
- ▶ **Research the company**
- ▶ **Prepare your seminar**
- ▶ **Prepare questions to ask**
- ▶ **Select/check your attire beforehand**



## Effective Interviewing: Attire / Grooming

**Don't let poor grooming detract from your capabilities!**

### Attire

- Wear a suit; clean and neatly pressed
  - Men: clean, pressed shirt and understated tie
  - Women: pants or skirt suit; nothing too tight, short or revealing; wear minimal jewelry (remove tongue, nose and lip jewelry).
- Shoes: clean and polished

### Grooming

- Shower: use deodorant/antiperspirant; **no cologne or perfume!**
- Hair: clean (dandruff-free), neat; away from face
- Nails: clean, trimmed and filed
- Teeth: brush and floss; use mouthwash and bring breath tabs or spray. Drink sips of water during interview if available. (DO NOT chew gum during the interview.)



## Sample Behavioral Interview Questions

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### *Interpersonal / team skills*

Describe a team on which you have worked.

- What was the greatest challenge in working with the group?
- What challenged your interpersonal skills most?
- How did you resolve those issues?
- How did the team perform? What could the team have done better?

### *Communication Skills*

Tell me about a time when you had to communicate something to someone who had difficulty understanding you.

- What was your initial reaction?
- How did you resolve the problem?
- What would you do differently now?

### *Leadership*

Tell me about a time when you led a project or activity.

- What was your biggest challenge and how did you handle it?
- What did you learn from the experience?
- What would you do differently now?

### *Action orientation*

Give me an example of something on which you worked that required you to take initiative.

- What were the issues/problems that you faced?
- How did you work through them?
- What did you learn from the situation?

### *Creativity*

Talk about a situation (at work or school) where you had to solve a problem in a new or different way.

- How did you work the problem through?
- How was your solution novel?
- How was it received?

### *Application*

How do you think you might apply your technical knowledge / experience in industry?

- How could you see yourself applying them at Praxair?
- What interests you most?
- What are your short and long-term career goals?