



Effective Interviewing 101

PRESENTED BY:

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Topics we will Discuss

Anxiety related to interviewing

Tips to help you overcome anxiety

Projecting confidence

Various interview methods

Points to remember

What top industry people look for in candidates



A close-up photograph showing a person's hand holding a small, rectangular white piece of paper. The paper has the handwritten text "I can't do it" in a dark, casual script. A pair of blue-handled scissors is positioned to cut through the paper, with the blades already partially inserted. The background is a soft, out-of-focus light gray.

I can't
do it



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Prepping for an Interview



Outfits



About Us



Review



Elevator Pitch

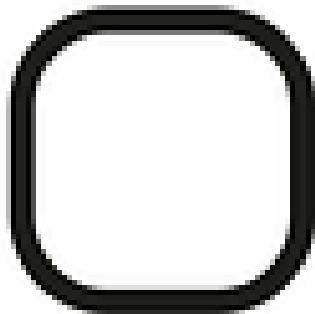


Be On Time

Interviewing Anxiety







Job Interview Check List

Get a good night's sleep



**Imagine
nailing
your
interview**





Fig. (A) Open posture
More relaxed, open
attitude



Fig.(B) closed posture
defensive or negative
attitude



Fig.(C) Sitting up straight sends a
message of smartness,
confidence and credibility.

A woman with long dark hair, wearing a light grey blazer over a white collared shirt, is smiling and looking towards a man in a blue suit and glasses who is partially visible on the left. She is holding a black folder. The background shows a modern office interior with wooden pillars and a glass wall.

**Be
Confident**





Dress for Success



**Talk about your
accomplishments**



Impact
Quantifiable
Goals Reached



A large, vibrant red question mark is the central focus of the image. It has a 3D appearance with a black outline and a slight shadow. Radiating from the question mark are numerous thin, black lines of varying lengths, creating a starburst or sunburst effect. The text "Ask clever questions" is written in a bold, black, sans-serif font across the upper portion of the question mark.

**Ask clever
questions**

**Be aware of your
non-verbal
communication**



**Take
time to
think**



One-on-one Interviews





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One-on-One Interviews

Develop Rapport

Open-Ended
Questions

80/20 Rule

Panel Interviews



**Engage with
each interviewer**

Pen & pad

**Consider
perspective of
the panelist**

Eye Contact

Ask questions

**Good
impression**



Virtual Interviews



No distraction
Neat & Organized
Proper lighting
Your screen name
Test Your software
Dress properly
Body language
Your documents





If not the best time,
reschedule

Speak clearly

Referencing notes

Close the call



Posture

Stand Up

Speak
Directly into
the Phone

Voice and
Tone

No Smoking,
chewing Gum,
eating, etc.

Smile

Energetic and
Interested



Technical Interviews

A short test

A presentation

Technical questions embedded within a more general interview

A technical exercise, like a case study group exercise at an assessment center

Understand

Basic engineering principles

Technical concepts

Modules and projects from your degree

Insight into employee's activities

Issues faced by the industry, as a whole

How to apply your engineering background to settings you may not be familiar with

Body Language during an interview 101

Maintain good eye contact.
Don't wander

Don't cross your arms.
It comes off as
defensive or
uninterested

Practice your handshake,
arrange your
belongings
properly

Avoid trying to
cross your legs, this
can cause
distraction when



Keep an interested
expression and don't
forget to smile

Remember
good posture and
sit up straight

Don't overuse
hand gestures,
you don't want to
distract from what
you're saying

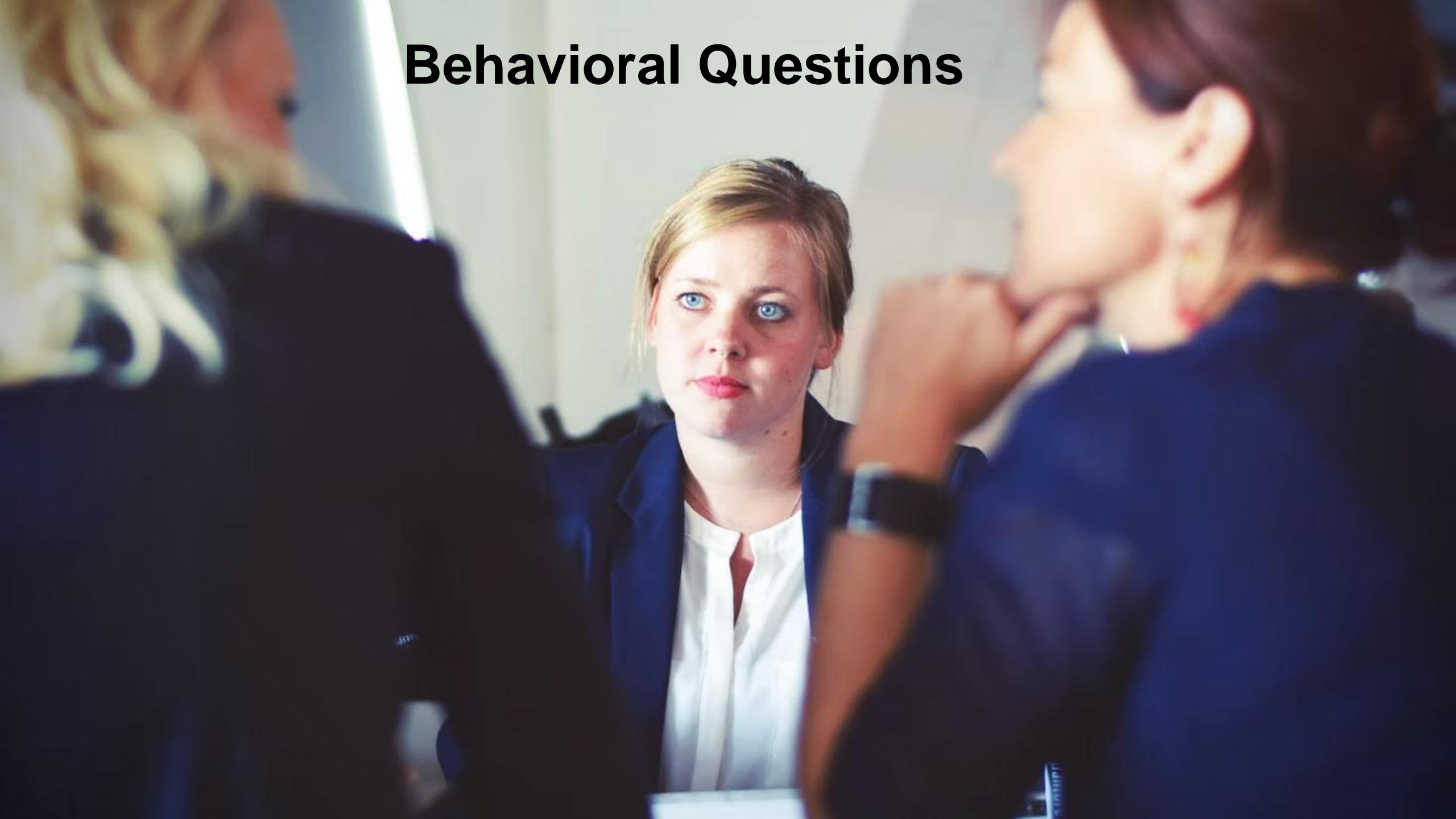
Remain calm,
Don't let nerves
make your feet



Interview Questions



Behavioral Questions



Emotional Intelligence



What are your Challenges?

Don't mention personal challenges (weaknesses) that are main requirements for the role

Show an employer what you've done to tackle your challenges

Use the STAR (situation, task, action, result) Method to tell your story

Avoid Cliches



Body Language



RESUME



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Body Language Mistakes to Avoid

Not making eye contact

Playing with something on the table

Fidgeting too much in your seat

Crossing your arms

Salary

When to negotiate

Be confident

Determine your worth

Multiple level interview

Non-negotiable positions



**Thank
You**



What NEVER to Say at an Interview

“That’s a great question!”

“What is the title of the role, again?”

“I’ve actually never done this type of job before, but...”

“I really can’t imagine anyone more qualified than me.”

“My last boss was *terrible*.”

“This will be a great stepping-stone to my next career move.”

“I don’t know.”

“I don’t have any questions for you.”



Point to Remember

Dress
Professionally

Arrive on Time

Mind your
Manners

Body
Language

Insightful
Questions

Project
Confidence

Be Positive



Self- Awareness





Desirable Traits

Strong Analytical Skills

Enthusiasm and Motivation

Excellent Communication Skills

Problem-solving Skills

Logical Reasoning and Creativity

Leadership and Teamwork

Multi-disciplinary introduction

Passion for Learning

Resources

<https://ess.unm.edu/resources/career.html>

Career development

Supplemental Materials

Resumé & cover letter writing help

<https://career.unm.edu/index.html>

Mock Interviews

Resumes and Cover letters

Career Counseling



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Conclusion

Help with:

- resumes
- cover letters
- career advisement

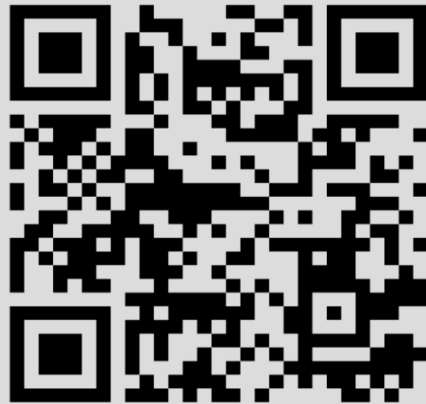
Please reach out to me,

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esscareers@unm.edu

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feedback.

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