

CH Robinson Worldwide, Inc. Presents:

Interviewing; How to Survive Interviewing and Office Visits!



C.H. ROBINSON
WORLDWIDE, INC.

First Interviews

- ▶ On Campus
- ▶ Phone
- ▶ In Office



Preparing for the interview

- ▶ Take with you to the interview:
 - Copies of your resume
 - Job titles, dates of previous employment, contact phone numbers etc.
 - Reference letters, copies of certificates etc.
 - Note pad
 - Blue or black pen
 - Copies of the company website
 - Notes you had taken from previous conversations
 - At least 5 questions you find suitable to ask during the interview



Company Profile & fact sheet

Company Name: _____

Location: _____

Contacts:

Name: _____

Name: _____

Phone:- _____

Phone: _____

Email: _____

Email: _____

Position available: _____

Responsibilities listed: _____

Company Background: _____

Kind of Business: _____

Name of some typical customers: _____

Number of locations: _____

Number of Employees: _____

Date I sent my resume: __/__/__

Date I made my follow up call: __/__/__

Interview date: __/__/__

Time: _____

Who am I meeting with: _____



Top Ten Interviewing Pet Peeves

10. Showing up late
9. A limp handshake
8. When asked what skills you possess you reply "which ones are needed!"
7. Showing up for the interview smelling like alcohol or cigarettes
6. When asked if you know anything about our company you reply "ah, not really, what is the name of this company again?" or "what position am I interviewing for?"
5. Cell phone ringing during interview
4. You tell me, "If I'm not right for THIS job, I will take ANY job!"
3. Using Profanity
2. Chewing gum
1. Being *UNPREPARED* and not knowing the position you are interviewing for!!



Tell me about Yourself

Introduction: " I would be happy to tell you about myself. I would like to start off with my educational background and then move to my work experience."

Describe your education: Include any awards, clubs, and organizations etc.

High School: _____

College: _____

Discuss your work experience: Mention job title, company and 1-2 significant accomplishments

Most Relevant Job: _____

What I gained from this position: _____

End your review with the statement: "and this combination of job experiences, education, activities, and personal traits leads me here today to the position we are discussing."



Questions you should ask

- ▶ What is the timetable for filling the position?
- ▶ What is unique about the way this company operates?
- ▶ I was wondering about the company structure-How does the reporting structure work? What are accepted channels of communication and how do they work?
- ▶ What is the official policy on internal promotion?
- ▶ Since I pride myself on being a continuous learner, what training and professional development programs are available to facilitate my learning?
- ▶ How does the performance appraisal system work?
- ▶ When will I hear back from you?
- ▶ What is the interviewing process?

Usually not a good idea to ask about benefits and compensation at the initial interview



Be Prepared-Stay Prepared-Keep Notes!

Specific company questions to ask during interview:

- 1.
- 2.
- 3.
- 4.

Names of the people I met:

Name: _____ Title: _____

Name: _____ Title: _____

What does the job entail?

Why can I do the job?

What were the agreed upon next steps:

Items to follow through on:

1. _____

2. _____

3. _____

Date for action:

___/___/___

___/___/___

___/___/___



Final Thoughts...

Companies are in the market for a

NEW EMPLOYEE!

Make sure YOU know how to

MARKET YOURSELF!

Have a **KILLER** sales

Presentation!



Preparing for the 2nd Interview/Office Visit

- ▶ Only accept office visits from employers you truly consider
- ▶ More in depth than the first: a time for employers to become more acquainted with the candidate as well as the candidate getting to know the company
 - Another chance to sell yourself!
- ▶ Research:
 - Websites on the industry
 - Talk to junior level employees
 - Research the competition
 - All of this helps you make a more educated decision if you get an offer!



Preparing for the 2nd Interview/Office Visit Cont...

- ▶ Dress Code: Ask the recruiter!
 - Casual?
 - Business casual?
 - Business Formal?
- ▶ Logistics: Know where you are going!
 - Employer will usually pay legitimate travel expenses i.e. lodging, airfare, transportation, but ask before leaving.
 - Get all necessary travel documents/directions and review before leaving
 - Bring recruiters phone # and call if you are running late, traffic, flight delays etc!



What to Expect on the Office Visit

- ▶ Most office visits/2nd Interviews will last all day
 - Be Alert and show excitement! Make the recruiter believe you really want to be there!
 - You will interview with several people (3-10) treat each interview like your first
 - Same questions: Don't feel as though you are repeating yourself, each recruiter is hearing it for the first time!
 - Behavioral Based Questions
 - Panel Interviews



More on Office Visit's

- ▶ Come prepared with good questions!
 - For an HR representative:
 - What training programs exist?
 - What is the typical career path?
 - How will I receive performance reviews?
 - For a prospective co-worker:
 - How long have you been with the company?
 - Does your future here seem secure?
 - What do you like most and least about your job?
 - Describe a typical day in your department.
 - For a future supervisor:
 - What would be my primary responsibilities?
 - What do you expect a 6 month or 1 year employee to accomplish?



There is more to an Office Visit than the Interview!

- ▶ Shadow employee's
 - Understand corporate culture
- ▶ Case Studies
- ▶ Tour of the facility
- ▶ Meal
 - Consider meal time another interview where you are being evaluated on your conversation skills, etiquette, manners, and poise.
 - Order light: nothing messy, no spice, no onions and not the most expensive thing on the menu!
 - Alcohol: very limited or non at all!



There is more to an Office Visit than the Interview!

▶ Testing:

- Used to analyze the skills you say you have
- Aptitude testing: Standardized test like you take to get into college
- Personality testing: Determines if you are a good fit for the organization



Wrap Up

- ▶ At the end of your office visit the person hosting you will follow up with you to ask if you have any unanswered questions
 - Find out when you can expect to hear back from them
 - Avoid asking about salary just yet
 - Thank the recruiter for their time and tell them you are excited about the opportunity before leaving the office
 - Write thank you letter email within 48 hours
 - Take no further action until about 3-5 days past when they said you should hear back from them



Background Check

- ▶ Many employers run background checks on their candidates. What can they check?
 - Criminal history
 - Employment history and titles
 - Education
 - Credit check
 - Driving record
 - Drug test
 - Finger prints
 - FBI file



Offers Matrix

Terrific Very Good Good Average Poor

- ▶ Type of work
- ▶ Responsibility
- ▶ Co-workers
- ▶ Training
- ▶ Performance reviews
- ▶ Environment
- ▶ Reputation
- ▶ Location
- ▶ Pay
- ▶ Benefits
- ▶ My gut feeling



For more Information on CH Robinson

www.chrwjobs.com

www.chrobinson.com

