

KPMG

“Interviewing Your Way to Success”

Interviewing – The four “knows”

- Know the firm
- Know yourself
- Know the interview process
- Make sure the interview knows and remembers you

Know the firm: What to research

- Company’s core values
- Client base
- Company size and office locations
- Accolades and current events
- Services provided
- Structure/ organization/ history
- Training/ travel/ culture

Know Yourself: What makes you stand out?

- Strengths and areas for improvement
- Academic performance
- Career interests
- Work experience
- Special skills, interests or abilities
- Outside activities or leadership positions
- Personal core values

Know yourself: know what the firms want

- Quick learner that takes initiatives
- Effective communicator
- Flexible and adaptable
- Leadership abilities
- Self confident
- Team player
- Technical
- Positive attitude

Know the interview process: 30 minute interview structure

- 3 minutes: introduction/ rapport building
- 2 minutes: administrative items/ background review
- 20 minutes: interview questions

- 5 minutes: questions and wrap-up
- Interview may take notes

Arriving to the interview

- Appropriate attire
- Arrive rested and relaxed
- Do not arrive too early
- If greeter, introduce and ask questions
- Bring requested materials

Common types of interview questions

- Behavioral
- Self-assessment
- hypothetical

Properly answering questions

- Emphasize your role throughout answer by use "I" vs. "we"
- Provide detailed examples to support your claims
- Be positive and avoid derogatory statements
- Listen carefully and ensure answering specific question asked
- Never criticize previous employer or supervisor
- Speak from your actual experiences
- Quantity examples when possible

Know the interview procedure: Ending the interview

- Inquire about the next step in the process
- Reiterate your interest in the firm
- Request a business card
- Thank the interviewer
- Stand, smile, initiate handshake
- Maintain professionalism to the very end

Make sure the interview knows and remembers you

Follow up: Thank you notes

- Timeliness is key
- E-mail or handwritten note is best
- Avoid cutesy cards or gifts
- Reference something from the interview to continue building rapport
- Double check spelling, especially names, before sending
- Contact professionals/ recruiter to follow-up with any additional questions

10 things NOT to do in an interview

- 1. Not be yourself**
- 2. Ask obscure questions**
- 3. Come unprepared or uninterested**
- 4. Give close-ended answers (yes or no)**
- 5. Chew gum/answer cell phone**
- 6. Speak too quietly/ monotonously**
- 7. Look down or away consistently**
- 8. Being too comfortable**
- 9. Give a wet fish handshake**
- 10. Dress inappropriately**