

*Touching Lives, Improving Life*



## Interview Preparation Tips



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Elliot Schwartz	<a href="mailto:schwartz.em@pg.com">schwartz.em@pg.com</a>
Amrita Saigal	<a href="mailto:saigal.a@pg.com">saigal.a@pg.com</a>
Giorgio Zampierollo	<a href="mailto:zampierollo.gr@pg.com">zampierollo.gr@pg.com</a>



We know you're nervous  
and we want to help...

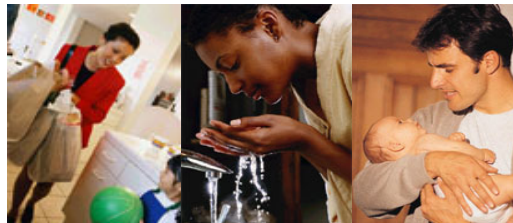


We provide branded products and services of superior quality and value that improve the lives of the world's consumers



23 Billion-Dollar Brands

We seek innovations that exceed expectations to create delight



4 billion consumers served today



- North America
- Latin America
- Western Europe
- Central and Eastern Europe, Middle East and Africa
- Greater China
- North East Asia
- Australasia, ASEAN, India

- 300 Brands
- 80 Countries
- >126,000 Employees
- \$80+ Billion in Sales

## We Are Recognized as an Innovation Leader

WORLD'S MOST ADMIRED COMPANIES 2007 FORTUNE

[PREVIOUS](#)
[NEXT](#)
[FULL LIST](#)

Procter & Gamble (PG)

www.pg.com

Overall score: 8.36

Top 50 rank: 3

Rank among Household and Personal Products : 1

Address: 1 Procter & Gamble Plaza  
Cincinnati, OH 45202  
Phone: 513-285-3000

Nine key attributes of reputation

- Innovation
- People management
- Use of corporate assets
- Community/environment
- Quality of management
- Financial soundness
- Long-term investment
- Quality of products/services
- Globalness

## 5 STEPS FOR A SUCCESSFUL INTERVIEW



**Elliot Schwartz**

**Section Head, Modeling & Simulation and Engineering IT  
Blades & Razors Process & Engineering**



## 5 Steps for a Successful Interview

1. Prepare
2. Structure Your Answer
3. Present Yourself With Confidence
4. Ask Questions, Show Interest
5. Be Yourself



## 5 Steps to a Successful Interview

### 1. Prepare

Be prepared with **specific examples**

- What are my strengths?
- What specific times have I demonstrated them?
- What do I want the interviewer to be sure to know about me?

Learn a little about the company

- What is the Company's Objective / Purpose, Values, Principles, Performance / Business Model?
- What does the interview process look like?
- Where is the company's headquarters?
- When was the company started?
- What location will the position you are applying for most likely be?
- How do you find this information out?



## 1. Prepare Cont.

### Types of Interviews

- Interview styles vary:
  - 1-on-1 vs. Panel
  - Technical vs. Personality
  - 1 hour
  - All Day
  - Multiple interviews (Consensus)
  - Group interviewing
- Be Prepared!!
  - Bring copies of your resume
  - Bring a bottle of water
  - Think of questions and then the answers (think 'So What?')
  - Practice in mock interviews



## 5 Steps to a Successful Interview cont.

### 2. Structure Your Answer

- Clarify the question if it is unclear
- Clearly articulate how YOU specifically made a difference (I vs. We)
- Be Concise
- Give complete answers using the CAR concept – **C**ontext, **A**ction, **R**esults
- Focus on results, responsibilities as well as duties
- Try to avoid rambling! You will get lost and so will the interviewer!



## THE CAR CONCEPT



- **C** stands for **CIRCUMSTANCES**: the situation or environment in which the action takes place; background information
- **A** stands for **ACTION**: what did the applicant personally do? Not the group, but the individual contribution
- **R** stands for **RESULT**: what result did the action produce in specific and measurable terms?



## Things to remember for C A R:

- **Circumstances (~20%)**:  
"Could you tell me more about what led to the situation?" "Tell me more about the context in which the event took place?"
- **Actions (~60%)**:  
"What did you personally do to correct the situation?" "Could you elaborate on the steps you took in that situation?"
- **Results (~20%)**:  
"What were the results of your action?" "Tell me more about what happened after your intervention?"



## 5 Steps to a Successful Interview

### 3. Present Yourself with Confidence

- Remember you've already passed 1 interview. You can do it again!
- Dress appropriately
- Avoid distracting body language
- Be prepared to be probed – don't feel defensive
- Be confident, interested, well organized, relaxed (but not casual)



### 3. Present Yourself with Confidence Cont.

- Good from afar or Far from good
  - Your eye contact
  - Your breath – Yuk!
  - No gum!
  - Your clothes
  - Your choice of smells
  - Your punctuality
  - Your vocabulary
  - Your friends
  - Your handshake, if applicable
- Be professional. Most companies will make an assessment in as little as 1 minute and for sure in less than **5 minutes**



**P&G**



## **5 Steps to a Successful Interview**

### **4. Ask Questions, Show Interest**

- Have at least 2-3 questions prepared for the interviewers.
- Try to use questions related to what you've learned during the week.
- Don't try to use too much P&G website/company information as the basis of your questions; it won't help or hurt you.
- Avoid Questions that may raise a flag for the interviewer
- Think of this as your chance to interview the company and opportunity to clarify anything that was unclear during the week.
- Ask about work environment, interviewer's background, career path, international opportunities, etc.
- Make sure the job is a good fit for you!!!



## **5 Steps to a Successful Interview**

### **5. Be Yourself**

- Let your own personality and enthusiasm shine through
- Be confident
- HAVE FUN!



## What is the interviewer doing / thinking?

- They listen
- Ask questions
  - Want to understand your capabilities
    - Leadership
    - Technical
    - Problem Solving
    - Communication
- Take notes on your résumé
- Circle things that are of interest
- Simply put, they are grading you and determining whether you will be a **good fit**



## What do companies look for?

Examples of the following:

1. Grades are the key, but not everything
  - Most companies have a minimum requirement
2. Technical experience
3. Leadership experience
4. Initiative to take on problems
5. Ability to work well with others
6. Thinking & Problem Solving
7. Communication Skills
8. Priority Setting



### **Key Tips to Remember**

- Use your best examples
- Review this presentation and remember advice from mentors for guidance on which examples to use.
- Use CAR (Context, Action, Results) concept
- Focus on YOUR action and articulate clearly
- Communicate results and individual actions; Quantify whenever possible!



Questions?



## INTERVIEW EXAMPLES



**Amrita Saigal**

**Engineer, Automated Systems and Packaging Engineering  
Blades & Razors Process & Engineering**



## INTERVIEW EXAMPLES

*Tell me about a time when you found  
yourself at a disadvantage compared to  
the rest of your peers?*

*What steps did you take as a result?*



## HOW TO APPLY



**Giorgio Zampierollo**  
**Engineer, Advanced Manufacturing Technology**  
**Blades & Razors Process & Engineering**



## HOW TO APPLY



- 1. Application:**
  - [www.experiencePG.com](http://www.experiencePG.com)
- 2. Assessment:**
  - Success Drivers (*Online*)
  - Reasoning Screen (*Online*)
- 3. Initial Interview:**
- 4. Final Interview:**
  - Interviews, Project Discussions,
  - On Site Full Length Reasoning Assessment.
- 5. Your Offer and Your Future**



## Final Thought...

The best candidates are well prepared, well spoken, professional AND it shows!

