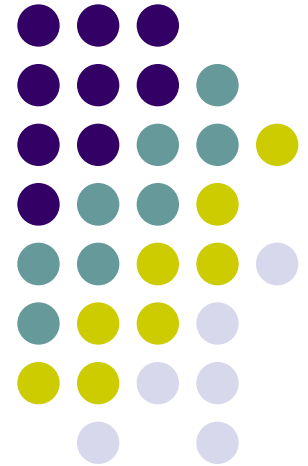


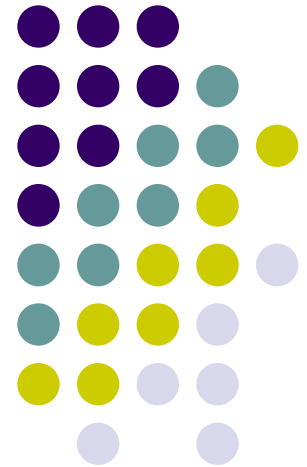
Interviewing Skills

**Equipment for Living:
Elements of a Successful
Geology Job Quest**

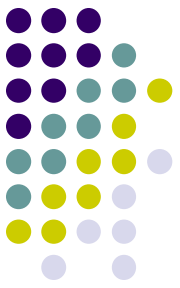


Introduction

You're on the hunt for a new geology job, and – wonder of wonders – you've landed an interview. What should you do, not just to make yourself ready for that encounter, but to make yourself as attractive a job candidate as possible?



Align Your Experience with Employer Needs



Ask questions

Which plays?

Which formations?

Kinds of goals?

Responsibilities?

Respond

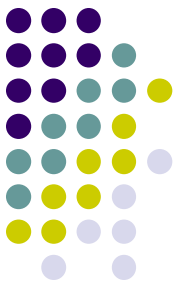
Analogous locations

Related Skills & Software mastered

Your ideas developed while interning or doing projects



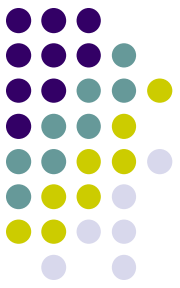
Your Geology / Petroleum Experience



- List petroleum geology related academic projects.
- Describe all internships and include bullet points of lessons learned.
- Discuss software you are familiar with.
- Include geophysics and engineering experience.

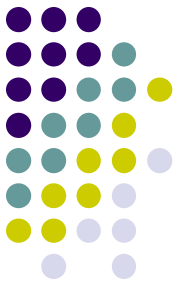


Why Geology Matters in an Engineering & Geophysics Team



- The costs of not understanding the rocks can be high Lithology matters -- formation damage, drilling and completion fluids.
- Fractures matter.
- Faults matter.
- Geochemistry and fingerprinting.
- Basins and environments.



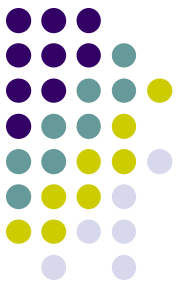


Ideas about the Future



- Take the time to put together a mission and vision statement.
- Add it to your resume.

Express Ideas about New Trends and Future Possibilities

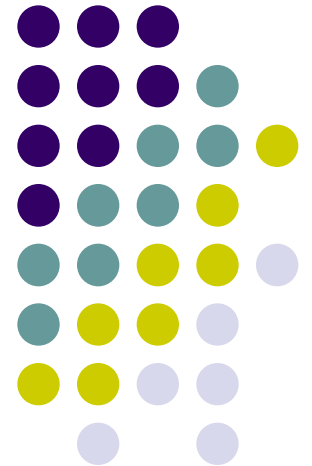


- Plays
- Technologies
- Locations
- Approaches

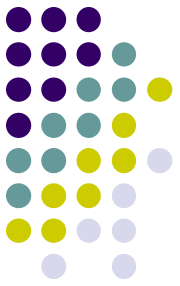


Review

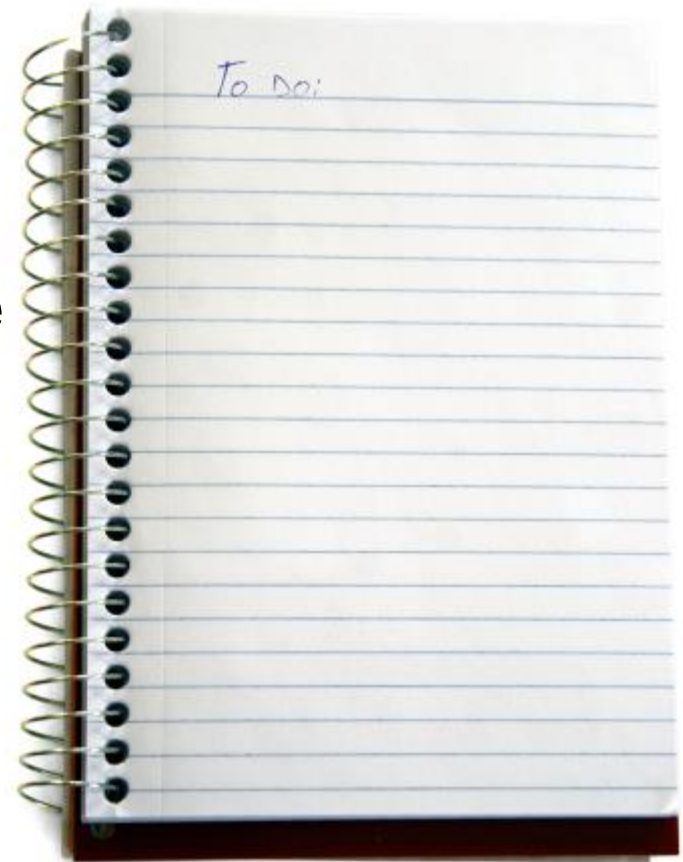
Of the Basics



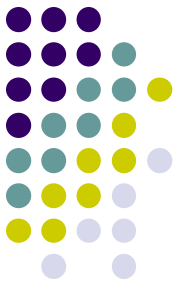
Preparing for a Job Interview



- Prior To The Interview
- First Impressions
- Your Attire
- Overcoming Interview Anxiety
- The Interview: Setting the Stage
- Interview Questions
- Post Interview Activities
- The Job Offer
- Interview Resources



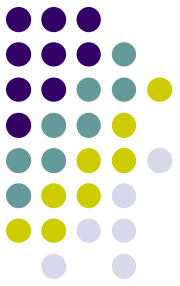
Prior to the Interview



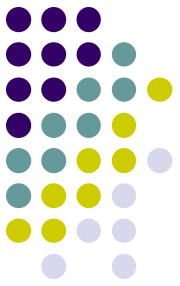
- **Do your homework.** Review the company's website, annual reports, & press releases.
- **Develop questions.**
- **Logistics.** Review directions to the interview location.
maps.google.com
www.mapquest.com

Prior to the Interview

- **Rehearse.** Prior to your interview, anticipate questions, prepare potential answers.
- **Contact your references.** Select three reliable people who are willing to serve as your professional references.



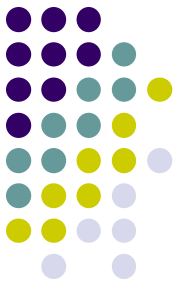
First Impressions



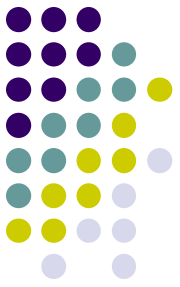
- First impressions matter!
- Here is what your interviewers will be considering:
 - Professional appearance
 - Posture and poise
 - Smile and agreeable demeanor

First Impressions

- Ability to express yourself clearly
- Listening skills
- Responding to the question directly and succinctly



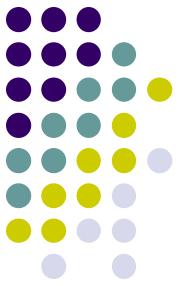
Your Professional Attire



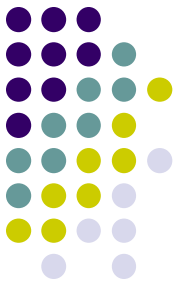
- Better too formal than too informal
- Cover body art
- Discreet jewelry
- Conservative footwear

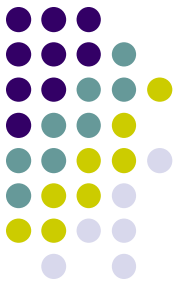


What NOT To Wear



What To Wear



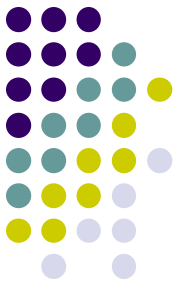


Overcoming Interview Jitters

- **Be well prepared.** It will boost your confidence and lower your nervousness.
- **Draft answers** to common interview questions and practice speaking them out loud.



Overcoming Interview Jitters



Nervous during the interview?

- **Take a deep breath and focus** on the interview questions.
- **Don't rush** through your answers or make unqualified statements.
- **Connect answers** together as if it were a puzzle, interlocking what is important.



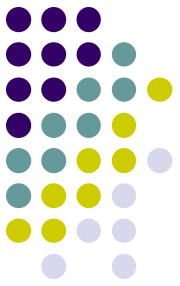
The Interview



- **Arrive early** – Be sure to arrive around fifteen minutes before the interview.
- **Treat everyone with respect** – You never know who is involved in the recruitment process. The job interview is not confined to the meeting room.



The Interview



- **Bring necessary documentation –** Make sure to bring along documents that you will need for the interview. You may need extra copies of your resume and you may need a government-issued ID.

- * Drivers License
- * Social Security Card
- * Passport



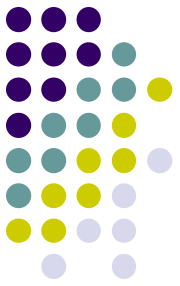
The Interview



- **Sell yourself** – Listen to their needs, think of ways you can meet them, and reassure that you give your 100%. Use good body language.
- **Express enthusiasm for the job and the related industry** – Keep examples of your accomplishments in mind, and listen and ask about company.

100%

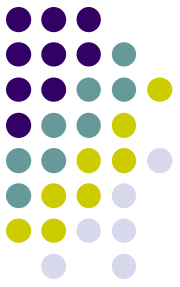
The Interview



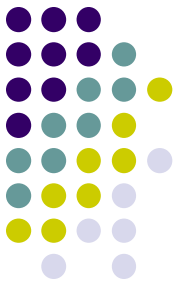
- **Don't focus on the salary** – The initial review is not the time to discuss it.
- **Keep it positive** – Do not discuss negatives unless you are asked.

The Interview

- **Answer questions as directly as possible** – It is not necessary to go into detail, though.
- **Ask questions** – Think of questions you would like to ask ahead of time. It shows interest in the company.
- **Don't be a “no show”** – If you are going to cancel, let them know.



Interview Questions

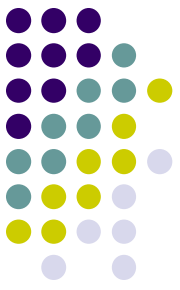


- **Reasons for leaving** – Carefully choose your words when responding.

How to respond:

- * **Fired** – Don't use the term fired or terminated. Find a phrase that sounds neutral such as “involuntary separation.”
- * **Quit** – If you quit your job, be prepared to offer an explanation. Avoid saying anything negative.

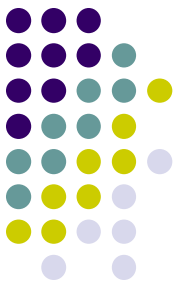




Interview Questions

- **Laid off** – If you were laid off from a job due to no fault of your own, tell the employer the circumstances.
- **Quit for a better job** – This response includes: leaving for advancement potential, leaving for a better work environment, or leaving for a career change.
- **Quit to move to another area** – You may have moved to be nearer to your family or to an area with greater economic potential.





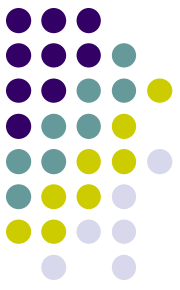
Interview Questions

- **Quit to attend school** – If you use this reason, the education listed on your application and/or resume must agree.
- **Job gaps** – If you have job gaps in your employment history, be sure to think of positive ways you were spending your time between jobs.

If asked about salary requirements – It's best to respond with “negotiable” or “I’m flexible.” This is not the time to talk about salary.

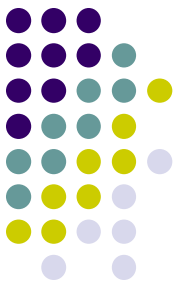


Interview Questions



- **Traditional questions** – A series of questions that has straight forward answers, often about your experience, training, etc.
- **Behavioral questions** – Require you to contemplate and develop a contemplative answer that shows your decision-making skills, leadership, and ability to direct yourself and work in a team.
- **Philosophical questions**– Designed to gain insights into your worldview and into your values.



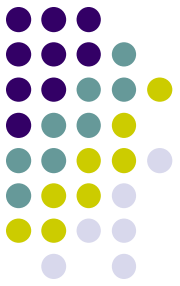


Post Interview

- **Follow Up After the interview,** don't forget to send a friendly email ***thanking the interviewer for his or her time*** and consideration, as well as restating your interest and commitment to the position.
- **If you don't hear anything after one week,** you may establish contact to politely inquire when they will be making a final decision. Do not keep bothering or wasting your time, or most importantly, their time if no reply.



The Job Offer



What to do when they offer you the job?

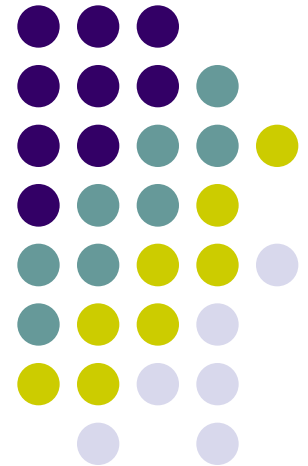
- Be enthusiastic and professional
- Ask for the offer in writing
- How long have you got to decide?
- Get all the details
- If confident, renegotiate
- Give them your answer
- Enjoy your first day!



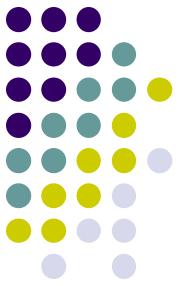
Quiz

What elements do you know of a successful Job Quest?

https://www.proprofs.com/quiz-school/story.php?title=interviewing-skills_2



References



Good Luck!

http://advancingwomen.com/awl/Vol32_2012/The%20effect%20of%20stereotype%20threat%20on%20the%20interview%20performance%20of%20women.pdf

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

<http://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/>