InterVIEW PREPARATION – WHAT NOT TO DO IN AN INTERVIEW

Director’s Corner

Rachel Loock, Director of Undergraduate Programming, Office of Career Services

Keep the following in mind when asking questions or engaging an interviewer:

**Don’t oversell yourself. Be careful to avoid being too assertive.** Your actions, responses and questions should demonstrate your strengths and assets. Rather than say, “I’m a great team player;” provide an example of how you successfully led or participated on a team.

**Don’t focus on the ladder or money.** Never ask how quickly you’ll be promoted, move up or change paths in an organization. This shows you’re not committed to the job for which you’re being interviewed, but rather you’re focused on your own mobility. Also, try to avoid questions about salary and benefits until the interviewer raises those topics. If you bring up salary too early a recruiter may think that’s all you care about.

**Don’t make it all about you.** Self-serving questions are just that. Interviewers want to see what value you’ll add to their organization. Don’t focus on “what’s in it for me.” For example, don’t ask what training you’ll receive. Instead, ask, “I’ve done my research and know that you invest in your people. How do you develop your team and how are you able to engage and retain top talent?”

**Don’t go there.** Don’t ask questions that delve into potentially sensitive topics as politics and religion. Keep your questions neutral and ask questions that open the door to discussions about job fit and overall business strategy. Try to stay focused on the needs of the recruiter versus your needs.

**Don’t Interrupt.** Save your questions for the end of the interview, when asked. Most interviews follow a structured format. Be sure to have a prepared set of questions to close with.

**Don’t miss the opportunity to ask questions at the end of an Interview.** Even if all your questions have been answered, be sure to end with a few good questions to convey your interest. Not asking questions sends the message that you don’t care about the company, or you didn’t do your research and may also convey that you’re lacking initiative. Most companies seek candidates who are willing to go above and beyond and assert themselves. Employers will make judgments about you based on the questions you ask. Success starts with great preparation, lots of practice, and remembering what to do and **not** do in an interview.
The Operations Management Society Visits the World Bank!

Earlier this month the Operations Management Society hosted a tour and information session at the World Bank. Approximately 20 students attended representing all years from freshman to graduate level students and studying various majors.

The students had the chance to speak with Ronnie Hammad, Senior Operations Officer, Sustainable Development Department for the Europe and Central Asia Region. Students participated in an interactive session on Project Management where Mr. Hammad took the group through the project life cycle and exposed students to the breadth of complexities involved with each step of the process—from initial identification to evaluation and follow up. Students received some great feedback afterwards and the OM Society is looking forward to planning more events with the World Bank.

Here’s what a couple of students had to say about the visit:

“Our visit to the World Bank was a great opportunity to see how the skills taught through our operations and management courses can be applied to address real world issues that can have a great societal impact and change millions of lives.”
—Michelle Hardesty, Senior, OM

“It was a unique experience and gave me insight and knowledge of what I need to do if I ever want to join the World Bank organization.”
—Jerry Gu, Freshman, OM.

To join the OM Society or for additional information, contact Vanessa Morris, President, at vmorris@terpmail.umd.edu

Undergraduate Club Spotlight - SmithOUT

An Interview with Brooks Gabel, President, SmithOUT

UGCC: Congratulations, SmithOUT was recently approved as a SUSAreognized organization. Can you tell us about the mission of the club and your goals moving forward? How many members does the club have?

BG: Thank you! We are very proud to be a part of the Smith community. SmithOUT was established for the expressed purpose of creating an official LGBT and Allies presence within the Smith community in order to provide opportunities for professional development and social networking for LGBT and Ally students interested in business. SmithOUT currently has about 35 active members with a listserv of over 100 students. Looking forward, we envision SmithOUT continuing to have events that engage students interested in business on topics such as being out in the workplace, resume workshops, community involved, LGBT activism in business, diversity scholarships, and more. We can’t wait to work with additional business and LGBT groups on campus to expand our reach and further develop our inclusive, judgment-free, LGBT professional community.

October 29th, Tell us more about the event the event. BG: SmithOUT is proud partnering with terpAMA, ALPFA, FBIS, ABA, The One Project, SUSA, SGA, and the Office of Career Services for the inaugural Diversity in the Workplace Symposium on Monday, October 29th. The night is specifically for the diverse students that populate the business school and greater Maryland community. We are asking each company in attendance to present a short segment on what diversity means to their company, what they look for in diverse candidates, and how diversity affects their bottom line. There will be a networking reception in the atrium to follow.

This event will be open to students of all majors and will provide both recruiters and the students in attendance the chance to network with a diverse population of students/companies respectively. The event will take place in Frank Auditorium at the Robert H Smith School of Business from 6:30 to 8pm. Currently, we have Deloitte,
KPMG, Fannie Mae, Brunswick Group, and State Farm confirmed to present at the event. We have a variety of other companies that we are awaiting confirmation from.

I greatly encourage all students to come out to the event to network with these companies who are coming to speak directly to you! There will also be food provided at the event. Why wouldn’t you come?!

UGCC: What other events/initiatives does SmithOUT have planned moving into the spring 2013 semester and beyond? How can students become involved? Are there opportunities to gain leadership experience, plan events, etc?

BG: There are plenty of opportunities to get involved in SmithOUT. First, one can start by joining our online community on Facebook at www.facebook.com/Groups/SmithOUT. The Facebook page has all the important updates about our bi-weekly meetings and what to look forward to over the course of the semester.

Second, we will conduct elections in April of 2013 and we have plenty of leadership opportunities for undergraduate students to take advantage of to make SmithOUT an even better organization. Third, looking toward next semester we will still meet every other week, but are going to try to partner with at least one other organization to increase attendance, generate awareness, and maximize impact of the programming that we have to the student body.

This semester we will be having the Diversity in the Workplace Symposium on October 29th on our regularly scheduled meeting night (Monday). There will be two more meetings to conclude the semester on November 12th and November 26th at 8pm in VMH Room 1336. Anyone looking to get involved can join our Facebook group or email us directly at SmithOUT@umd.edu!

OCS and Club Career Programming Events

October 29, 2012
Diversity in the Workplace Symposium
6:00–7:30 pm, Frank Auditorium

November 5, 2012
3:30 – 5:00, VMH 1505
ALPFA Resume Review Workshop, 5:30 – 6:30

November 13, 2012
Entrepreneurship Career Panel
6:00 – 7:30

November 14, 2012
CEO Speaker Series – Jim Gibbons, Goodwill International
5:30 – 6:30, Frank Auditorium

November 15, 2012
DAR/SUSA Networking Reception
6:30-8:00, VMH 2333
UNDERGRADUATE RECRUITING EVENTS

OCTOBER 22-25, 2012

Employer of the Day

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<tr>
<th>Date</th>
<th>Employer</th>
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<tr>
<td>Tuesday, October 23rd</td>
<td>Liberty Mutual Group</td>
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<tr>
<td>Thursday, October 25th</td>
<td>Movement Technologies</td>
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Information Sessions

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<thead>
<tr>
<th>Date</th>
<th>Employer</th>
<th>Location/Time</th>
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<tr>
<td>Monday, October 22nd</td>
<td>Morgan Stanley</td>
<td>VMH 1511, 5:30-7:30</td>
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<td>Dupont</td>
<td>VMH 1518, 5:30-7:30</td>
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<td>T. Rowe Price</td>
<td>VMH 1520, 6:00-7:00</td>
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<tr>
<td>Tuesday, October 23rd</td>
<td>Lockheed Martin</td>
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<td>Liberty Mutual</td>
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<td>Choice Hotels</td>
<td>VMH 1501, 5:30-6:45</td>
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<tr>
<td>Thursday, October 25th</td>
<td>Sponsors for Educational Opportunity</td>
<td>5:30-6:45</td>
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For more information, resume deadlines, and event location, please visit HireSmith at www.hiresmith.net. Please note dates are subject to change. Please contact us at (301) 405-2301 for additional information.