

INTERVIEWING TIPS STRAIGHT FROM AN EMPLOYER

According to Charles P. Norris, Assistant Manager, Employee Resources at Pfizer, Inc., employers want examples from students' backgrounds and experiences on the following "Success Dimensions":

Ability to Learn: assimilating and applying in a timely manner, new job information that may vary in complexity

Adaptability: maintaining effectiveness in varying environments and with different tasks, responsibilities, and people.

Analysis:

- Securing relevant information and identifying key issues and relationships from a base of information.
- Relating and comparing data from different sources.
- Identifying cause-effect relationships.

Communication Skills:

- effectiveness in organizing and expressing ideas in oral and written communications;
- Ability to create a positive impact in formal presentations.
- Ability to listen effectively; effectiveness in scientific writing and reading comprehension.

Energy: maintaining a high activity level. People who go into slumps at certain times of the day would not be strong in this dimension.

Initiative:

- Making active attempts to influence events to achieve goals
- Self-starting rather than accepting passively
- Taking action to achieve goals beyond what is required

Innovation/Creativity:

- Willingness to take reasonable risks in order to reach goals
- Ability to generate new ideas and unique approaches, and to supply breakthrough thinking
- Effectiveness in integrating diverse information, using intuition, and going beyond traditional responses to arrive at novel solutions to problems.

Integrity: maintaining and promoting social, ethical, and organizational norms in conducting internal and external business activities.

Interpersonal Skills:

- Capability to establish rapport and build relationships
- Ability to meet people easily, put them at ease, and be liked.

- Effectiveness in handling differences and resolving conflict.
- Ability to work effectively as part of a team and foster teamwork among others.

Judgment/Decisiveness: developing alternative course of action and being willing to commit oneself and make decisions that are based on logical assumptions and factual information

Leadership:

- Using personal influence to obtain commitment and results from individuals
- Demonstrating confidence and assertiveness in dealing with others
- Able to confront issues, take unpopular stands, and make tough calls when necessary
- Creates a clear and enthusiastic vision of the future

Planning and Organizing: Establishing a course of action for self and/or others to accomplish specific goals. This includes establishing goals, budgeting time, setting priorities, allocating proper amounts of time to activities, and maintaining an awareness of inter-relationships between activities.

Resilience: handling disappointment and/or rejection while maintaining effectiveness

Sensitivity: taking actions that indicate a consideration for the feeling and needs of others. Being aware of the impact of one's own behavior on others.

Stress Tolerance: stability of performance under pressure and/or opposition.

Technical/Professional Knowledge:

- Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas
- Keeping abreast of current developments and trends in area of expertise

Tenacity: staying with a position or plan of action until the desired objective is achieved or is no longer reasonably attainable

Work Standards:

- Setting high goals or standards of performance for self, subordinates, others, and the organization
- Dissatisfaction with average performance
- Self-imposing standards of excellence rather than having standards imposed by others.

Source: Career Planning Office News Letter