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## Quarterly Newsletter

# Spring 2013

### TIPS TO SUCCESSFULLY NAVIGATING A JOB INTERVIEW

There are many sites that offer tips on preparing for and having a successful job interview. Some of these, such as being on time for your interview, you have probably already thought of on your own. However, there are likely some tips out there you haven't thought of yet. [How to Nail an Interview.com](#) has 20 quick tips for ensuring a successful interview.

## Know your Strengths and Weaknesses

Invariably during any job interview, you will be asked about your strengths and weaknesses. It is a good idea to prepare your answer to these questions prior to your interview. You don't want to appear to struggle to come up with your key strengths or the interviewer might assume you don't have any. You also don't want to come across as arrogant by stating that you don't have any weaknesses.

While it might be tempting to come up with a short list of strengths and weaknesses for yourself, memorize it, and recite it during your interview, this is one of those interview questions that allows you to expand upon your answer. This is an opportunity to let the interviewer learn more about you. Use specific examples and personal stories to explain what you excel at and what you still need to work on.

Here are some tips on how to handle this almost guaranteed question in your next interview:

[What's Your Greatest Weakness? - 3 Smart Answers](#)

Here are some other suggestions for [strengths](#) and [weaknesses](#).

## Questions YOU should ask during an interview

So, you've just finished an interview for a job you really hope to get. The last thing the interviewer(s) asks you is if you have any questions for them about the position? Not only is this a great opportunity for you to have any questions you have answered, but to also show the interviewer that you have done your research. For example, asking about the future of a project you know the company is working on in the department you are a candidate for will not only give you more specific information about the role you will fill, but also show the interviewer that you are interested in what this company is doing and where it is going. Here are a few ideas to really make you stand out during an interview - [Interview Questions YOU Should Ask](#)

### IN THIS ISSUE



### Keys to Interview Success

Some tips on how to prepare yourself for a great interview.



### Interview and the Internet

How might your online presence affect your ability to get a job?



**OP Major of the Month:  
Computer Science**

## Quick Tip:

Feeling nervous before walking into an interview?

Rather than fidgeting in your seat, try "Power Posing".



Social psychologist Amy Cuddy has studied how something as simple as your body position before entering an interview can affect your chances for success.

See her discussing her findings [here](#).

## The Internet and the Interview



### Be Prepared for a Video Interview: 8 Tips for Skype Interviews

With the technology readily available and free, conducting an interview via Skype is a convenient and cost-effective option for a long-distance candidate. This different type of interview does require different preparation, such as knowing to look at the camera instead of your computer screen, so check out these tips [here](#). And just as you should have a business appropriate email address (next topic), you will also want to have a business appropriate Skype name.

While Skype is a great option for a video interview, connection and user errors do occur. PRACTICE! If you are new to Skype, you might see the "Skype Test Call" and think you've tested your connection.

Find a friend or colleague with Skype and walk through the entire process with them (adding a contact, placing a call, receiving a call, and most importantly, testing the video connection that the Skype Test Call does not do).

Offering other modes of communication to your interviewer is also highly recommended. Have a Gmail account? Setup Google Hangout in your account. This is another great video chat option that will also sync to your calendar and send an invite to other participants. Both you and the interviewer will need a Google account though. Also make sure the interviewer has a good phone number to reach you.

While the video chat is ideal, you still need them to be able to reach you if the connection fails.



### Why has interviewing over Skype or video chatting services become so popular?

We asked Patricia Holliday, Director of Recruitment, Talent and Selection at Mosaica Education how Skype has enhanced her interview process:

"Skype provides a great benefit and opportunity to engage a candidate on a more personable level. Skype usage demonstrates that through the use of technology you can impact your end results quicker and more efficiently largely because of the non-verbal as well as verbal communication that takes place during the interview. This can be true for both parties involved.

The combination of solid Q and A and engagement along with observation are the keys to learning the most about a candidate at interview."

## Don't let your Email cost you a job interview: common mistakes to avoid

Most employers and recruiters will have the opportunity to receive at least one email from you when you are applying to a particular job. In fact, an email is most often the first impression you will give. You want to make sure that first impression is a great one!

[This](#) article gives some great advice on how your email can spoil your chances for an interview:

10 things you will definitely want to avoid:

- Sharing an email account with your spouse or significant other (e.g. [tomandcathy@email.com](mailto:tomandcathy@email.com))
- Including a quote, political or religious message in your email signature
- Using an unusual font
- Using email stationery as a background to your email
- Making recipients jump through anti-spam hoops to respond
- Not checking your spam folder
- Sending one email with your resume and cover letter attached to multiple employers at the same time
- Having an unprofessional email address (e.g. [sexymama@email.com](mailto:sexymama@email.com))
- Formatting your email like a formal business letter
- Using your work email account to apply for other positions

**Please make sure the email address on your resume is accurate and active!!**

## Social Networking - Don't let it ruin your search



With all the social networking interfaces available today (Facebook, Twitter, LinkedIn, etc.), you must use extreme caution with the information you provide about yourself online. It is becoming more and more common for employers to research their potential job candidates on the Internet through these resources.

While these sites certainly have benefits for job searching as well, you need to keep a few things in mind while maintaining your social networking accounts.

1. Be careful – nothing is completely private if you post it online – through your account and posting comments on others as well.
2. Be discreet – make sure you know how to navigate your privacy settings so that your information is only viewable by those you choose.
3. Be prepared – others may post pictures or comments about you that may end up jeopardizing your search.

For the full article, click [here](#).



## Occupation Professor's Major of the Month

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### What can I do with a Computer Science major?

A computer science major can lead to a very broad range of occupations including: Web Design, Network Administration, Technical Writing, Security, etc. As a student, you will want to clearly define your goals and seek the experience and skills necessary to reach those goals. For more information and specific strategies, click [here](#).

### What are the top ranking schools for a Computer Science major?

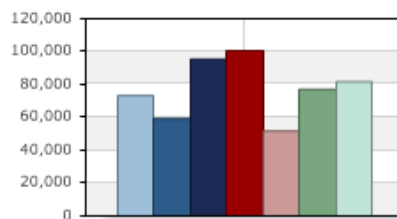
Earning a degree in computer science can lead to positions in research institutions, government agencies, technology companies, and colleges and universities. Below are some of the top colleges for an undergraduate computer science degree:

- Carnegie Mellon University in Pittsburg, PA
- Massachusetts Institute of Technology in Cambridge, MA
- Stanford University in Stanford, CA

You can also check out schools based on a variety of other rankings through [US News](#) and [The Princeton Review](#).

### How much money can I make?

#### Median Salary by Job - Degree: Bachelor of Arts (BA), Computer Science (CS) (United States)



Software Engineer (152)	\$73,404
Software Developer (90)	\$59,385
Sr. Software Engineer / Developer / Programmer (58)	\$95,432
Senior Software Engineer (57)	\$100,733
Web Developer (37)	\$51,791
Information Technology (IT) Manager (20)	\$77,109
Information Technology (IT) Director (19)	\$81,869

Cur: USD | Updated: 13 Aug 13 | Ind. Reporting: 1,481  
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Is your target job title not listed? Visit [www.payscale.com](http://www.payscale.com) to enter your own search.

Still trying to decide your major? At [Occupationprofessor.com](http://Occupationprofessor.com) you can take the WPI, a personality assessment, and receive a custom list of occupations suited for you based on your answers to the questions. This will include the field(s) of study or major(s) that will provide you with the necessary educational foundation for your future career.

