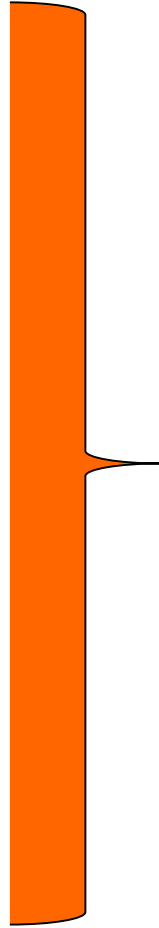




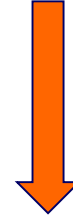
The Job Interview

1. How to apply
2. CV vs Cover Letter
1. Before the Interview
2. The interview: main type of interviews
3. Major mistakes during interviews
4. The process
5. General recommendations
6. Q&A

- Career Service
- Managers / Professors
- LinkedIn, HigherEd and other portals
- Personal contacts
- Company webpages
- BBS Community (networking)



CV + Cover letter



- One page
- Easy to read
- Keep sentences short and to the point
- Check for typo mistakes



- One page
- No typo mistakes
- Structure: you, me, we

CV \neq Cover Letter

A **CV** provides a complete overview of your professional and academic development. Recruiters can exactly know what/where you studied, your previous work experience and your skills.

A **Cover Letter** expresses how you have learned about the employer you are applying to, your passion for them, your motivation to apply for that role and the added value you can bring. Basically answering the question: ⁷

Why should we hire you?

A cover letter should follow the structure:

YOU – The Employer

ME – The Candidate

WE – Employer + Candidate

YOU – The Employer

- Dear + NAME and SURNAME of the recruiter/HR
- Introduce yourself and your interest in the company referring to the position you are applying to (2 lines)
- Mention the names of individuals you have met from the company (optional)
- Demonstrate that you know the company and the industry. **You have to talk about the company**
- Objective: show your passion for the company. Show that you have done "your homework"!

ME – The Candidate

- In this session you have to talk about yourself!
- Do not rewrite your CV
- You have to give specific examples of your background **in line with the role you are applying to** (check always the job description, mention and elaborate it)
- Focus on the added value you can bring to the company and on the transferable skills from previous experience (achievements) related to the position you are interested in
- Use active verbs and numbers
- Use bullet points or use bold font (optional)
- **Objective: show that you can be helpful for the organization**

WE – Employer + Candidate

- Outline the next steps
- **Thank the addresser** for his/her consideration and express your desire towards an opportunity to interview
- **Objective:** stay in touch

June 30, 2020

Dear XXX,

I would like to apply for the Summer Internship position at Bain in Toronto.

I am a MBA student from Bologna Business School. Recently I met Ms. XXX, a team lead from Bain's Milan office who gave me your contact information and recommended me to contact you directly. We met each other during a company presentation in January 2020. She encouraged me to target Bain as it is suitable for me to pursue a career. Bain is the global leading strategy-consulting firm focuses on the most critical and challenging issues with industrial expertise. My professional interests across all industries where I am particularly interested in Toronto office's expert perspectives in financial services, telecommunication, infrastructure, and energy.

I would be eager to bring my applicable experience and the knowledge I developed during my MBA, along with my passion to work with the Bain's Toronto team. The following are highlights of my suitable strengths and qualifications:

- I have a strong **quantitative skill**: At the University of British Columbia (UBC), I developed my quantitative skill by taking courses in economics and finance, and passed all in the A grade-range.
- I have the ability to conduct **qualitative analysis**: I worked at the Silk Road Fund, the official funding institution of China's Belt and Road Initiative. As an intern, I was the only candidate received an "A" for my final performance assessment in our department. I converted quantitative data to research analysis on foreign exchange, credits and rates, equity and debts, and involved in the projects in infrastructure, energy, and financial sectors. My reports and suggestions were insightful so that the executives revised several existing decisions.
- I have a strong **interpersonal skill** and I love **interacting with clients**: I was the National Olympic Committee Assistant of China in the Rio 2016 Olympic Game and built excellent personal relations with the senior Chinese officials those who helped me later in my start-up business in the sports industry.
- I am an **efficient and hardworking quick-learner with an international background**: I left China when I was 13 years old on my own to England for middle school. I was awarded my Bachelor's degree from UBC with a Class 1 academic standing in only three years including half-year spent at Tsinghua University.

I know I will enjoy being a strategy consultant because I have already found cross-industry analysis super engaging. By joining the best consulting firm in the world, I therefore think I would have my greatest motivation to work as I will be able to work on the cutting-edge of all industries. For all these reasons, I am very enthusiastic about the opportunity to work at Bain.

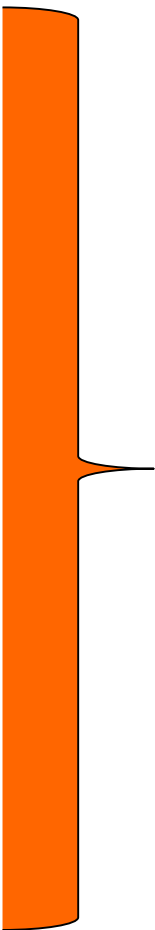
Thanks for your time and consideration. I look forward to hearing from you.

Yours faithfully,

XXXXXXXX

There are four critical interview related area:

1. Know about the **INDUSTRY**
2. Know about the **COMPANY**
3. Know about the **JOB POSITION**
4. Know about the **INTERVIEWER**

- 
- **IMPORTANT:** always show passion and motivation!!
 - Alumni can do the difference!!
 - LinkedIn: use it!!
 - One of the most common mistake is to fail in one of this four area

Before the Interview I: do your homework

1. Dress properly (suit or no suit? / smart casual or formal casual?)
2. Arrive / connect a few minutes early
3. Appear organized, carrying related documents with you (CV and job description)
4. Although the environment is informal, be formal (use interviewer's last name, proper title, etc...)

You never get a second chance to
make a first impression!!!



- Technical Skills

- Behavioural Competencies
- Motivation and 'Fit'
- Potential to develop in the organisation

Characteristics:

- Very brief – up to 30 minutes
- The purpose is to determine if someone is NOT a match
- It can be impromptu or scheduled

Tips:

- Treat a phone screen the same as you would a formal interview
- If possible ask to schedule the interview so you can prepare
- Have your materials available to review (CV, job description)
- Be prepared to ask questions about the position
- Be positive and energetic while interacting

Characteristics:

- 30 - 60 minutes
- The purpose is to determine if someone is the right FIT

Tips:

- Treat a computer screen the same as you would a formal interview
- Ensure your internet connection is stable
- Place your phone in a silent mode
- Have a neutral background
- Check that your audio and your webcam are working
- Have your materials available to review (CV, job description)
- Be prepared to ask questions about the position
- Be positive and energetic while interacting

Characteristics:

- 1-day or 2-day activity
- High pressure and dynamics
- Final stage or first step of the recruitment process

Purposes:

- To measure candidates' job fit / organizational fit
- To measure competences and skills, such as:
 - Communication
 - Stress management
 - Problem solving
 - Leadership



How will you be assessed:

- Group Exercise and Role Plays (real life scenarios to test your managerial skills)
- In-Basket Tests (business scenario to test your skills)
- Behavioral / Numerical Tests
- Single Interviews

Characteristics:

- One to one interview
- Vary from 30 minutes to 60 minutes
- Carried on by HRs or Business Managers

The individual interview can deploy two main interview methods:



Fit Interview

Standard: questions asked about work experience, skills, education, background



Behavioral Event Interview (BEI)

“past behaviors is the best indicator of future performance”

- Tell me about yourself
- Why did you decide to study for a Master in...? Why BBS?
- Why did you apply?
- What do you know about us?
- What are three strengths? Weaknesses?
- How would your friends describe you?
- Where do you see yourself in 5 years time?
- Why should we hire you?
- Why should not we hire you?

Characteristics:

- Past behaviors is the best indicator of future performance.
- The candidate usually tell a story, explains the situation, action taken and result by using the STAR technique
- The objective is allow the employer to quickly evaluate an interviewee's mindset, and to gauge how the interviewee handles certain situations

Tips:

- Make a list of competencies that you think are important for the job for which you are interviewing
- Look back at the job listing for examples of required skills and attitudes
- List situations in which you have demonstrated each of these competencies using the STAR technique



Situation

- What was the context?

Task





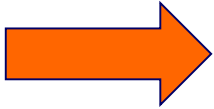

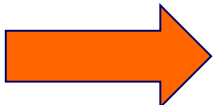
- What was the objective?

Action

- What did you do?

Results

- What was the outcome?
- What did you learn?

Problem solving		Tell me a situation where you had to solve a problem
Client focus		Tell me about a time when you had to deal with a client service issue
Decision making		How do you work under pressure? / Tell me a time when you had to make a quick/difficult decision
Teamwork		Describe a situation in which you were a member of a team and a conflict arose inside the team. What did you do?
Leadership		Give me an example of steps taken to make each team members feel important
Communication		Describe a situation where you had to convey an organizational decision that was controversial to your staff
Result orientation		Tell me a time when you worked successfully as a member of a team

- Lack of preparation
- Not listening to the questions
- Being vague and non- specific
- Providing too much, irrelevant information
- Selecting inappropriate examples
- Not taking time to think before answering
- Making up or exaggerating examples

Where do candidates go wrong in the behavioural event interview?

- Fail to make a great first impression (dress poorly, ignore business etiquette, lack of enthusiasm)
- Do not appear prepared in the basic about the company, industry, job role, interviewer
- Fail to present an effective CV (not have a strong story line, fail to articulate value of work experience, fail to address concerns about weaknesses etc.)
- Fail to demonstrate a fit for the position
- Do not ask questions at the end of the interview
- Do not leave a positive last impression
- Turn up late to an interview

Where do candidates go wrong generally?

1. APPLICATIONS

Opportunities are advertised through:

1. Job postings through the class mailing list
2. Being selected from the CV Book
3. Your proactivity (your personal research and networking)

TIPS:

Don't wait until the last minute to apply

Get info in advance about possible Visa/work permit issues for the country you are applying to

2. SELECTION PROCESS

Phone interviews

Video interviews

On site interviews / assessment

3. OFFER

A few (3-4) days deadline acceptance or less

You can turn down max 2 offers – the 3 has to be accepted

Acceptance is binding and excludes you from all other processes but not from Career Service activities

4. COMPENSATION

- Usually not negotiable but set by internal HR policies
- In case, negotiating is possible directly between yourself and the company – Career Service is NOT in the picture
- Can vary according to the company

5. FORMALISATION

- **Curricular Internship** through BBS internship contract (BBS – company – student)
 - 500 hours (3/4 months)
- **Extracurricular Internship** through a direct internship contract (company – student)
 - no limits (usually 6 months)

6. INTERNSHIP REPORT / FINAL PROJECT AND FINAL DISCUSSION

- Internship Report
- Final Project

- Do not concentrate on just one company / industry – have a plan B ready
- Do not wait for the “dream” company and forgetting the rest
- Attend to all the company presentations / meetings with guest speakers

- Apply only where you are really interested and intend to participate in the process
- Use the recruiting process as a learning experience
- Be prepared for all types of interviews
- Do not be discouraged by rejections – you will receive some (or many) before landing the right projects

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Andrea Zani

andrea.zani@bbs.unibo.it

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POSITIONS



RWE IT Graduate Programme m/f/t

RWE Great Britain | London, UK
Application deadline 22 March 2020

Management Trainee

Greka China | Henan, China
Application deadline 1 August 2020

Risk Advisor

Solvay | Paris, France
Application deadline 13 March 2020

Intern Innovation Analytics

Swiss Re Switzerland | Zürich, Switzerland
Application deadline 13 March 2020

FEATURED POSITIONS

Mars Leadership Experience
(General management trainee
program)Velyka Vasylkivska St, 100, Kyiv,
Ukraine, 03150
Deadline: 30 April 2020Specialist, Agent Compliance
(Swedish language) - fixed termVilnius, Lithuania
Deadline: 14 April 2020RWE IT Graduate Programme
m/f/t60 Threadneedle St, London EC2R
8HP, UK
Deadline: 22 March 2020Intern - Visa Consulting and
Analytics (Summer 2020)Frankfurt, Germany
Deadline: 23 March 2020Mars Leadership Experience
(General management trainee
program)

Carrer de Mallorca, 56, 08029

Q&A