

## **SITE VISITS**

### **TYPES OF QUESTIONS EMPLOYERS MAY ASK**

Employers will be evaluating you on five dimensions. Listed under each dimension below are some elements of those dimensions. Be prepared for questions surrounding those elements.

1. **INTELLECTUAL MATURITY AND COMPETENCE**
  - Ability to think in a logical, analytical and creative manner
  - Planning and thinking ahead
  - Thinking under pressure
2. **EMOTIONAL MATURITY AND STABILITY**
  - Able to handle frustrations and disappointments
  - Able to handle constructive criticism
  - Objectivity; maintaining perspective when pressured; Consistent style
3. **HUMAN RELATIONS**
  - Self-confidence; Self-assertiveness
  - Level of dependence, submissiveness, competitiveness
  - Sense of humor; social adaptability; friendly, likes people
4. **INSIGHT**
  - When to talk/when to listen
  - See yourself as you really are
  - Sensitivity to subtleties
5. **LEADERSHIP ABILITY**
  - Willingness to share with others
  - Bearing and manner that commands respect
  - Sorts out important issues

### **TYPES OF QUESTIONS CANDIDATES MAY WANT TO ASK**

1. Further clarification on what might be the initial assignment.
2. What are organizational relationships of this department to the rest of the Corporation?
3. How would you describe the work environment?
4. How would you describe the professional environment here?
5. What type of performance appraisal would I have? When? When are salary reviews scheduled? Based on what? Performance, experience, cost of living?

6. What are the plans for the future of the company and my potential department?
7. Have you had layoffs or cost-reduction programs recently? What was the problem? Were the employees assisted in finding new jobs?
8. What degree of inter-divisional or inter-plant contact is there in this job? What are the transfer possibilities?
9. What background and training do the department heads and their assistants have?
10. What functional area has been the major supplier of top management people?
11. From where were the graduates hired during the last two years?
12. What are your policies concerning benefits (vacation, pension, insurance, and so on)? Is there a tuition refund plan? What is covered in relocation reimbursement?
13. How much travel might there be in this job?
14. How long are the typical assignments?

From Where Are the Jobs? - John Erdlen and Donald Sweet

## **WHAT TO EXPECT**

While each site visit will vary considerably in both schedule and length, be prepared for some or all of the following to occur:

- A meeting with senior staff or partners
- A meeting with your potential supervisor
- A meeting with junior level staffers

These meetings may be one-on-one interviews, informal conversations, or over lunch. If you are allowed/encouraged to ask questions, do your best to make them appropriate to the person with whom you are speaking.

### **Group Interviews**

Strive to be an active, supportive member of the group. Present both your own ideas and encourage the ideas of others. Avoid either dominating the group or being too quiet.

### **On the Spot Performance**

You may be asked to do a task you will be required to perform on the job. This may include selling a product, teaching a class, or figuring out a technical problem. Employers are not looking for perfection, but for someone who seems comfortable doing the task assigned and uses appropriate skills such as good listening and judgment. Prepare for this possibility by thinking about what you might be asked to do and how you would do it.

## **Lunch**

While the setting for lunch may be more casual, remember you are still being evaluated. Follow the others lead and keep it simple. Don't make unusual requests regarding your food and order food that is neat and easy to eat. The conversation may turn to non-business related topics. Join in on these topics, and take care never to say anything potentially offensive or disclose information that is too personal or inappropriate.

## **A Few Final Tips**

Be polite and friendly to everyone you encounter. This includes support and maintenance personnel.

Do not complain the entire day to anyone. Be optimistic and upbeat.

If you have sequential interviews with people, at the end of each interview ask for their business card so you remember their full name when writing thank you notes.

Strive to receive the offer. It is then up to you whether or not you want to accept it.

## **WHAT TO LOOK FOR AT THE SECOND INTERVIEW**

### **Co-workers**

- Cooperative
- Congenial
- Function as a team
- Loyal
- Productive

### **Supervisor**

- Communication skill
- Willingness to delegate
- Honest
- Open and influential in achievement of common goals
- Knows people and their strengths and limitations
- Well-respected and liked by upper management, co-workers and subordinates

### **Organization**

- Productive
- Employee-oriented
- Well-staffed
- High standards
- Morale and enthusiasm
- Level of integrity toward product and employees
- Operates in a sound competitive manner
- Up-to-date facilities and equipment