

Yale Hiring Process and Tips for Effective Interviewing



Overview: Use this job aid to guide you on the hiring process, noting contractual obligations for Local 34, as well as tips on how to interview as an internal candidate at Yale University.

Intended Audience: Internal Yale Job Seekers - C&T staff and M&P staff

Hiring Process:

1. Identify a job on the STARS website you want to apply to, and submit your resume. If you need assistance on how to submit your resume, take a look at the Internal Candidate FAQs.

TIP #1

Don't delay when you see a job you are interested in. Apply as soon as you notice a new position.

Contractual Note: All C&T L34 job opportunities are posted to the internal website only for the first 14 days. This time gives internals the utmost priority - don't delay in bidding!

TIP #2

Make sure your most current, up-to-date resume is attached to the application, and always set this resume as your default.

Go to the section titled “*Resume/CV Manager*”. You will see all the resumes you have uploaded into your profile. Be sure to select the button for “*default*” in the same row as your current resume is attached.

Edit	View	Delete	Default
			<input type="radio"/>
			<input checked="" type="radio"/>

If you need help with your resume, feel free to consult your Recruiter.

Don't know who your Recruiter is? Find that person here:

<http://www.yale.edu/hronline/careers/specialists.html>

2. After bidding, your resume is received by a Recruiter, who reviews every internal and layoff resume personally.

TIP #3

Your resume must contain all the skills, abilities and experience that you possess. Your resume should include not only the working title you use, but also your University title name. Make your resume as clear as possible.

3. The Recruiter is looking for how your resume matches the posted job requirements. You must possess what is identified as a requirement under the *'Education and Experience'*, *'Skills and Abilities'* and *'Licenses and Certifications'* sections of the position. The section titled *'Position Focus'* should also be taken into consideration.

4. If your resume meets the minimum qualifications, you are referred to the hiring manager.

You will receive an automatic email, to the email address in your STARS profile, indicating this status change.

5. If you do not meet the minimum qualifications identified through the job description by the hiring department, you are “not qualified” and your resume is not sent to the hiring manager.

You will receive an automatic email, to the email address in your STARS profile, indicating the specific parts of the posted job requirements you did not meet.

TIP #4

If you have the requirement, but forgot it on your resume, you may respond back to the Recruiter and let Staffing know. However, be sure to have an accurate resume, reflecting all skills and abilities when you first apply. The University is consistently receiving quality resumes for consideration, and sending your complete information at the time of submission is very critical and timely.

6. If you are qualified, you will be contacted to schedule an interview with either the Recruiter, or the hiring manager.

All candidates in layoff status will be interviewed. For candidates in internal status, your Recruiter highly encourages each manager to meet you in person. Note: The timeline of this process varies. It can take days or weeks.

Contractual Note: If a C&T L34 position has been posted online for 4 months without being filled, it will be cancelled.

8. After your interview, it is possible that the hiring manager may ask for your references.

TIP #4

You should have a list of 3 prior supervisors to provide. Former co-workers, friends or relatives are not acceptable, as they cannot provide an accurate account of your

work performance. We encourage you to have open dialogue with your manager about your career aspirations and desire to apply for other positions across the University. However, if your current supervisor does not know you are looking, it is OK. Just let the hiring manager know, and your current supervisor would only be called at the point of an offer. Typically, the offer would be contingent based on the results of the final reference check.

If you have any concerns about providing references, feel free to consult your Recruiter.

Don't know who your Recruiter is? Find that person here:

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9. If you are the final, selected candidate, the Recruiter will call you to discuss an offer.
10. If you are not the final candidate, you will receive either a letter in the mail, or email stating the reasons why you were not selected.

Contractual Note: Members of L34 who are not selected for hire into a C&T bargaining unit position will receive notification within 21 days of the successful candidate's acceptance of the position.

Preparing for the Interview

1. Know what you are applying to
 - ✓ Familiarize yourself with the job description
 - ✓ Research the department, and even the hiring manager
2. Know what you 'bring to the table'
 - ✓ Your resume and career history
 - ✓ Strengths and weaknesses
 - ✓ Biggest accomplishments/what you are proud of
 - ✓ What you are looking for in the next job
3. Know where you are going
 - ✓ Location of the interview; you may want to drive past the location prior to interview, so you know where you are going
 - ✓ Taking the shuttle? Know the schedule; best to be early than late
 - ✓ Driving? Know where there is parking; have enough quarters for the meter
 - ✓ New Haven road work? Leave with plenty of time, in case you must take a detour due to road work and one-way streets
 - ✓ Bring the contact information with you, and have it ready in case you need to call having encountered an emergency

4. Know where your career is going, or where you would like to see it go
 - ✓ Having a good, professional reason for why you are bidding is equally as important as knowing what you are bidding on
 - ✓ Have a long term plan of the type of position you aspire to be in and be able to explain how this job could help you get there
 - ✓ If you have a career plan or individual development plan, bring that with you to demonstrate your commitment to your work, your career and also to Yale

5. Items to bring:
 - ✓ Several copies of your resume
 - ✓ Pen and paper for note taking
 - ✓ The job description – if you arrive early, you can review it again in the waiting room
 - ✓ A list of questions to ask the hiring manager

6. Items to leave at home, or in the car:
 - ✓ Your breakfast, lunch or snack
 - ✓ Gum or mints
 - ✓ Water or coffee – generally this will be offered to you
 - ✓ Your cell phone – even on silent, a buzzing is distracting
 - ✓ Family members, pets (unless medically necessary seeing eye dog)

7. Your appearance
 - ✓ Dress professional for the environment you are interviewing and ensure that the clothing is presentable, neat and clean
 - ✓ Items worn for social occasions and activities are not appropriate

During the Interview

1. Be on time.
 - ✓ Being on time = 10 to 15 minutes before your scheduled interview time.

2. Don't smoke, or apply heavy perfumes/colognes
 - ✓ The room of your interview may be small, and heavy scents will be distracting.

3. Smile!
 - ✓ Be upbeat and optimistic. The hiring manager will look forward to meeting with you again. Your impression will give the hiring manager a good glimpse of your personality and what to expect from you each day.

4. Answer questions honestly.
 - ✓ Your resume should be an honest reflection of your career history. If someone helped you with it, make sure you review for accuracy.

5. Be positive.
 - ✓ Never speak negatively about any former manager, department, co-worker or situation. In the interview, you want to place your best foot forward, and negativity is not the impression you want to leave behind.
6. Be open minded.
 - ✓ An interview gives you the opportunity to assess the job beyond paper and determine whether or not it is the right match for you.
 - ✓ Try not to listen to what others say about a particular department, job or department leadership style - what didn't work for someone else may be the right match for you!
7. Be professional.
 - ✓ Sit up right; don't swivel in the chair.
 - ✓ Let the interviewer ask the question before you answer; no interrupting.
 - ✓ Practice effective listening skills and show that you are present and interested.

Common Questions

1. Tell me about yourself.
2. Why did you choose the career for which you are preparing?
3. What do you consider to be your greatest strengths and areas for opportunity?
4. What are your long-range career objectives? Where do you see yourself in 5 years?
5. What would your most recent supervisor say about you?
6. What do you know about our department?
7. Why should I hire you?
8. In what ways do you think you can make a contribution to our department?
9. What two or three accomplishments have given you the most satisfaction/ you are proud of? Why?
10. How would you describe your ideal job?

Common Behavioral-Based Questions

Interviewing is changing. More and more, hiring managers want to understand how you think. Behavioral based interview questions challenge you to share more about your behavior and ways of thinking. This is why you should prepare mini stories to tell, that are appropriate and highlight how great you are in the workplace!

1. Tell me about a challenge, or problem, you encountered and how you handled it?
2. Tell me about a situation when you had to deal with a difficult person.
3. If you were working on a project and you did not completely understand, how would you handle it?
4. Tell me about a time when you had to work under pressure.
5. Describe a situation when you had to take initiative in getting the job done. What actions did you take?
6. Tell me about a time when you were creative in solving a problem.
7. Give me an example of a time when something you tried to accomplish and failed.
8. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
9. Give me an example of a time when you set a goal and were able to meet or achieve it.
10. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

We place the highest priority on giving our internal candidates the chance to find a new job. For one-on-one interview practice and/or coaching, the Staffing department has a list of Recruiters available for you work with.

Visit the following website: <http://www.yale.edu/hronline/careers/specialists.html> to identify your Recruiter.

Common Questions to Ask the Manager

1. Why is this position open?
2. What characteristics best describe individuals who will be successful in this position?
3. What is a typical workday like in this position?
4. What are some of the challenges the person hired into this role will face?
5. What are the key upcoming goals/challenges of this department?
6. Will there be an opportunity for growth and development, and a chance to learn new skill?