

# Presentations & Interviews

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## Presentations

USUALLY BETTER	USUALLY WORSE
Talk	Read
Stand	Sit
Move	Stand still
Vary the pitch of your voice	Speak in a monotone
Make eye contact	Stare at your laptop
Focus on the main points	Get lost in the details
Use outlines, images, and charts	Have no visual aids
Finish within your time limit	Run overtime
Rehearse	Don't practice because you're too busy making powerpoint slides
Summarize your main points at the beginning and end	Start without an overview; trail off without a conclusion
Notice your audience and respond to its needs	Ignore audience behavior
Emulate excellent speakers	Emulate your professor, even if he gives lousy lectures

## Presentations

- Speak clearly
- Use large fonts
- Use lots of figures
- Point to the screen, not the source
- Be sure the projection is on the screen
- Watch the time
- Talk to the audience, not the screen
- Use color
- Do not read your slides to the audience
- Think about your audience
- Go to the bathroom before your talk
- Avoid standing behind the lectern

## Presentations

- Arrange ideas in a logical order
- Practice your talk
- Start preparations early
- More technology you use, the more things can go wrong
- Make eye contact
- Check your appearance (zippers, buttons, etc)
- Check out the room and technology before your talk
- Walk in front of the projections occasionally

## Talk Length

- Most speakers average two minutes per slide (not counting title and outline slides), and thus use about a dozen slides for a twenty minute presentation
- A TED talk is 18 minutes long, long enough to be serious and short enough to hold people's attention
- Senior seminar talk will be 8 minutes long including Q&A

## Talk Outline

1. Title/author/affiliation (1 slide)
2. Forecast (1 slide)
  - Give the gist of the problem attacked or insight found
  - What is the one idea you want people to leave with?
  - This is the "abstract" of an oral presentation
3. Outline (1 slide)
  - Give the talk structure
  - Some speakers prefer to put this at the bottom of their title slide
  - Audiences like predictability

## Talk Outline

### 4. Background

- motivation and problem statement (1-2 slides)
  - why should anyone care?
  - do not overestimate how much the audience knows
- related work (0-1 slide)
  - cover superficially
  - refer people to your paper
- methods (1 slide)
  - cover quickly in short talks
  - refer people to your paper

### 5. Results (4 - 6 slides)

- present key results and key insights
- this is the main body of the talk
- do not superficially cover all results
- cover key results well
- do not just present numbers
- interpret numbers to give insights
- do not put up large tables of numbers

## Talk Outline

### 6. Summary (1 slide)

### 7. Future work (0-1 slide)

- questions this research open up?

### 8. Backup slides

- slides to answer expected questions
  - areas where ideas were glossed over
  - shortcomings of methods or results
  - future work

## Interviews

### I. Before the Interview

- Study the company and the industry
- Develop answers to interview questions
- Practice with mock interviews
- Interview people at the company

### II. Going to the Interview

- Be on time
- Dress for success

## Interviews

### III. During the Interview

- Attitude is everything
  - appearance, grooming, handshake, personal presence, eye contact, articulation, personality
- Interview body language
  - openness and warmth, confidence, nervousness, untrustworthy/defensive,
- Non-verbals
  - eye contact, facial expressions, posture, gestures, space
- Questions to ask
  - can you tell me about the position and the type of person you are seeking?

### IV. After the Interview

- Express continuing interest in the position
- Send thank you emails/notes

## What is the Employer looking for?

- Positive attitude toward work
- Proficiency in the field of study
- Communication skills (oral and written)
- Interpersonal skills
- Confidence
- Critical thinking and problem solving skills
- Flexibility
- Self-motivation
- Leadership
- Teamwork

## General Interview Questions

- Tell me about yourself
- Why should I hire you?
- What is your long range objective? Where do you want to be in 10 or 15 years from now?
- How has your education prepared you for your career?
- Are you a team player?
- Why did you choose Pitzer College?
- Have you ever had a conflict with a boss or professor? How was it resolved?

## General Interview Questions (cont)

- What is your greatest weakness?
- If I were to ask your professors to describe you, what would they say?
- What qualities do you think a successful manager should have?
- If you had to live your life over again, what would you change?

## Behavioral Interview Questions

- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Tell me about a time when you had to use your speaking and presentation skills to influence a group opinion.
- Explain a situation when you had to go above and beyond the call of duty in order to get a job done.

## Behavioral Interview Questions (2)

- Have you ever had too many things to do and you were required to prioritize your tasks?
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with a conflict? Give me an example
- Have you ever had to motivate others? Tell me about such an experience.
- Give me an example of a time when you used your fact-finding skills to solve a problem.

## Consulting Questions

- Why do you want to work in consulting? And why our firm?
- What do you believe a consultant does? What would you consider to be the three most important qualities of a successful consultant?
- How is our practice different from other consulting firms?
- If I were to review your performance after six months, what do you think my evaluation of you would be?



## Consulting Questions (2)

- Which firms are you interviewing with? How have you done?
- If given an offer, how will you decide whether or not to accept?
- Highlight your top achievements / accomplishments.
- What has been your biggest setback?

## Logic Questions

- Why are manhole covers round?
- In a 24 hour day, how many times do the hands of a clock overlap?
- You have a 3 quart bucket and a 5 quart bucket. How can you measure out exactly 4 quarts of water? Assume you have an endless supply of water and no markings on the buckets.

## Market Sizing / Estimation

- Estimate the market for light bulbs in Australia
  - Household (Domestic) lighting only
  - Conventional bulbs (ie. Simple edison screw and bayonet styles)
  - Market is expressed in terms of revenue per year
- What percent of hot dog vendors in Manhattan make more than \$300,000 a year?

## Business Problems and Strategy

Your client is a company who makes specialist batteries for motor homes in the U.S. The battery is very powerful, long lasting, and of high quality. New industry conditions are occurring and motor home dealers are starting to use a cheaper battery as the “factory standard” in an attempt to lower the overall price of motor homes. Your client’s product is now only offered as an added feature for which the customer must pay an extra \$500. Please discuss how your client should go about maintaining profits given these new market conditions.

## Business Problems and Strategy

Now suppose the CEO wants to know what the fall in profits will be given this new competitive environment if they do nothing. You are given the following information:

- The battery sells for \$5000
- Fixed costs equal \$50 million
- Variable costs equal \$3000 per unit/battery
- Sales volume equals 50,000 units per year
- They expect a 50% drop in sales if motor home customers are expected to pay an extra \$500 for their better quality battery

## Illegal Questions

- Pasquale – is that a Spanish name?
- Is that your maiden name?
- Are you considered to be part of a minority group?
- Does your religion prevent you from working weekends or holidays?
- Do you have any use of your legs at all?
- Do you have any pre-existing health conditions?
- Are you planning to have children?

## Illegal Questions

- Birthplace, nationality, ancestry or descent of applicants, applicant's spouse or parents
- Sex or marital status
- Race or color
- Religion or religious days observed
- Physical disabilities or handicaps
- Health or medical history
- Pregnancy, birth control, and child care

## Thoughts

- First job is not everything
  - Most people have 8 different careers by age 35
- Learn what is out there
  - Try different things, learn what works for you
- It is nice when people pay you to learn
  - Scholarships & fellowships
- Never stop learning
  - “Who moved the cheese?”
- If things don't work out, “move out West”
  - Home ownership & unemployment rates
- Go into a field with barriers to entry
- Don't waste time on difficult choices
  - Do the best with the choices you make

## Happiness

- Economics is the study of how best to satisfy the wants and desires of all people given the limited resources available to us on this Earth.
- We have more prosperity, less crime, cleaner air, larger homes, and better quality of life
- But Americans are no happier now than 50 years ago
- What makes you happy?

## Happiness

- Things that do NOT matter
  - Money\*
  - Material possessions
  - Intelligence
  - Education
  - Gender
  - Attractiveness

## Happiness

- Things that DO matter
  - Genetics
  - Family and relationships
  - Meaningful work
  - Positive thinking
  - Experiences
  - Exercise
  - Sleep
  - Age

## Happiness Equation

$$Happiness = \frac{Achievements}{Expectations}$$

## Happiness

- Look at the bright side of things
- Invest time and energy in your relationships
- Take care of your health
- Forgive your enemies
- Practice random acts of kindness
- Notice life's small pleasures
- Avoid comparisons with the Jones'

## Life After Pitzer

Try to learn to breathe deeply, really to taste food when you eat, and when you sleep, really to sleep. Try as much as possible to be wholly alive, with all your might, and when you laugh, laugh like hell, and when you get angry, get good and angry. Try to be alive. You will be dead soon enough.

William Saroyan, *The Daring Young Man on the Flying Trapeze*, 1934 (Preface to the First Edition).