



**Financial Management Association**  
**One Washington Square**  
**Accounting & Finance Dept, BT 850**  
**San Jose, CA 95192**  
[www.cob.sjsu.edu/fma](http://www.cob.sjsu.edu/fma)

**Fall 2009 Professional Development Meeting Minutes**

**Speaker: Kris Espiritu from Applied Materials**

October 20, 2009

4:30 PM – 5:30 PM

Held at BBC Room # 202

1. Announcements
  - a. Sharks game social
    - i. Friday, November 20 at 7pm
    - ii. Tickets:
      1. FMA: \$15
      2. Non FMA: \$20
    - iii. To sign up email: [directoroperations.fma@gmail.com](mailto:directoroperations.fma@gmail.com)
    - iv. Open to all clubs
  - b. Ben Foster
    - i. Email: [ben.foster@optony.com](mailto:ben.foster@optony.com)
  - c. NHS informal social
    - i. Thursday, October 22<sup>nd</sup> from 6:30-8:30pm
2. Applied Materials: Kris Espiritu, Managing Director, Global FP&A
3. Topic: Successful Interviewing
4. A little background: Why should you listen?
  - a. Over 15 years at Applied
  - b. Hired at all levels; interns to Sr. Directors
  - c. Member of New College Grad Steering Committee
    - i. Go out to a number of different schools → job fair
    - ii. Has done a lot of onsite interviews
5. Having good interview skills in the current economy will set you apart
6. Successful interviewing
  - a. Do your homework
  - b. Be presentable
  - c. Ask questions
  - d. Follow up appropriately
7. Do your homework
  - a. Research the company
    - i. Know what the company does



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- ii. Understand what job you are applying for
      - 1. If the job description does not provide much information, then research it.
      - 2. Get a general overview of the group or job position
    - b. Research the industry
      - i. Analyze the competitive landscape
        - 1. who the competitors are
        - 2. An example of a website is Yahoo
      - ii. Know where the company fits in
    - c. You'll feel a lot more comfortable during the interview when you do your homework
      - i. If you don't have any idea of what the company is about, or what the position is, it will be apparent to the interviewer
- 8. Be presentable
  - a. Understand why you are dressing up.
    - i. To show respected to the company and the interviewer
    - ii. People make their decision about you in the first 5-10 minutes
      - 1. Don't ruin your only chance to make a good first impression
  - b. You don't need an expensive suit, but be business presentable.
    - i. Should be office appropriate
- 9. Ask Questions
  - a. If the interviewer left you that opening at the end of the interview, there's always a question that you can ask
  - b. Why ask questions?
    - i. To show interest in the company
    - ii. To show interest in the position
    - iii. To show interest in the interviewer
      - 1. the interviewer will remember that you showed interest in them
      - 2. People really do like to talk about themselves
  - c. Good questions to ask: (it's ok to ask the same question to multiple people)
    - i. Why did you choose to work at Company X?
    - ii. What do you enjoy about your position?
    - iii. What is the toughest part of your job?
    - iv. What qualities make a person successful at Company X/ or in this role?
  - d. People who ask good questions stand out
  - e. Key is to engage the interviewer in conversation
    - i. Make the interview a two-way conversation, instead of the interviewer asking you questions the whole time.
- 10. Follow up appropriately
  - a. Do send personalized than you notes indicating:



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- i. Something you learned in the interview
- ii. How much interest you have in the position
- iii. Appreciation for the interviewer's time
- b. Email is fine
  - i. Traditional mail is a bit slow
  - ii. Decisions are made quickly
- c. Do not send the same form letter to all interviewers
- d. Do not send too many follow up emails

*Minutes submitted by:*  
*Elizabeth Le*  
*October 23, 2009*