

# The MEMorandum

## Master of Engineering Management

VOLUME 7, ISSUE 2  
MARCH 2, 2011

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Chinese New Year celebrations

The Communications Committee is pleased to present the first Spring edition of the MEMorandum. Special thanks to Andrea and Lulu for all their efforts in creating this newsletter. If you have any questions, comments and ideas for newsletter content in the future, please send them to [brk15@duke.edu](mailto:brk15@duke.edu). We hope you enjoy this issue and wish you a wonderful spring break.

Bhavya Kothari  
Chair, Communications Committee

Upcoming MEM Events

**Spring Break Begins**  
Friday, 03/04

**Back to Class**  
Monday, 03/14

**SAC Happy Hour**  
Tuesday, 03/15

**St. Patty's Day Karaoke**  
Thursday, 03/17

**HoliCow Paintball**  
Saturday, 03/19



MEMers at the SAC Super Bowl party



MEMers celebrating Duke's victory against UNC



The traditional bench burning at West Campus after Duke beat UNC at the home game

## INTERVIEW 101 WITH CARRIE AND JENNY

*This semester a number of MEMers are trying to land that ONE great job or internship. Interviews are the first impression that can make the greatest impact in your search. What are the main issues we need to think about during this period? Lulu Luo and Andrea Samuel had the pleasure to talk to our very own career advisors Carrie and Jenny about the job search, interview process and how to land the right job!*

**Lulu: Well, I'd first like to start off by saying that Andrea and I really appreciate this time we have to talk to you. So the first question that I have to ask is what do you think are the top things students should do to prepare for an interview?**

**Jenny:** You need to fully research the company and understand why you want to work for them. You need to know the recent media topics surrounding the company. Also knowing where they stand against competitors is important. Simply stated, you need to know the company inside out; because you don't want to ask them questions that they expect you to already know. By doing this, they will know you are committed to working for them.

**Carrie:** Jenny has summed things up very nicely. The only additions I have are that you also need to have some good questions for the end of the interview. You are allowed to ask your interviewer about any

projects they are working on; or find out whether the company has mentorship or training opportunities as part of their new hire or graduate programs because they can be really valuable to your career. At the end of the day you want to make sure that the company is the right fit for you, because the internship could potentially turn into a full time job.

**Andrea: What are some questions that you should definitely have answered by the end of the interview?**

**Carrie:** I think that Jenny made some good suggestions in the previous point. Make sure that you have good questions that help you know whether the internship that you are interviewing for will be a valuable experience. You don't want to be stuck in a situation where you are just filing papers. Make sure that the position has the potential for growth and be a step towards future career aspirations and development.

**Lulu: I guess to counter the first question, what should students NOT do during interviews?**

**Carrie:** Don't show up late! And, don't show up looking like you came from campout (laughing).

**Jenny:** Yes Carrie is right. Being on time is everything! Also, don't show up unprepared. Showing up in a clean put-together manner can only work to your advantage. Also, don't ask questions that are related to money, personal relationships,

religion or politics. Yes, I think that about sums it up.

**Andrea: What should you do if you encounter a technical question that you either do not know or do not have a good enough answer for at the moment?**

**Carrie:** Ask to come back to it. It will give you some time to figure out your answer while you are asked other questions. It may also help put you on the right train of thought as you're answering other questions. You can also ask for more clarification on the question to help you buy more time.

**Jenny:** If it's a technical question where you are asked to solve a problem or a situation where you have to provide code or pseudo-code in a specific language that you are not comfortable with, ask to provide the solution in a different language. Typically though, you should be aware of the expertise and background expected for a position that you are interviewing for. Try to brush up your knowledge in these areas before the interview.

**Andrea: And if you have a previous offer at the time of the interview, should you use it to leverage your overall chances?**

**Carrie:** As far as possible, avoid mentioning prior offers. Only do this if your interviewer brings it up. You don't have to be specific about your existing options. Don't try to negotiate offers and positions particularly

during the first interview.

**Lulu: Ok, so don't bring up any previous offers during the interview- got it! But what happens in situations where a student has multiple offers? What factors should they consider in order to make the right decision?**

**Carrie:** Well at this point you should understand what it is you want out of your internship. Location and job description are a big deal. Also, what are the opportunities for advancement? What are your values? You need to ensure that they align with the company's values.

**Jenny:** In addition to that, you can also make a pro/con sheet. This is your first job, not your last; so it's important to choose a job that is the right fit for you.

**Lulu: As we are now reaching the end of our interview, do you have some final advice for students?**

**Carrie:** Be confident. Trust your gut.

**Jenny:** Networking is important. As students, employers will not expect you to know everything. So you are allowed to have a genuine curiosity about the company. This is the perfect time to network and build relationships.

## THE HAPPY HOUR MANUAL

Happy hours are an important part of business social events. They are informal business events, but can have a huge impact on the connections you establish with potential or current co-workers. Here are some tips on how you should conduct yourself during work happy hours to make the best impression.

Regardless of how laid back your office is, your actions should always reflect a professional persona. Whether

you are aware of it or not, people are constantly watching how you conduct yourself. One of the main things to keep in mind is that what happens at happy hour doesn't stay at happy hour. Make an effort to not be in a position where you are the target of the joke in the office the next day. Act like you are still in an office setting and that the usual HR rules still apply.

Especially be aware of your words and actions around your

boss. Just because you are sharing drinks, it doesn't mean that you are on the same playing field. Your boss is still your superior and trying to take advantage of the situation to put forth your ideas or getting personal is not the best idea. It is best to keep conversations during happy hours light and superficial. Keep track of the time and don't get too comfortable. Your boss would probably prefer that you are home at a reasonable time so

that you are well prepared for work.

Source: Don't Embarrass Yourself at Work Happy Hour <http://excelle.monster.com/benefits/articles/4733-dont-embarrass-yourself-at-work-happy-hour>

Newly Corporate: How to Drink and Schmooze in the Corporate World <http://newlycorporate.com/2007/12/04/5-happy-hour-hacks-how-to-drink-and-schmooze-in-the-corporate-world/>

### Dos:

- ✓ Go in with an open mind – you don't have to be a drinker to enjoy happy hour
- ✓ If you do drink, please drink responsibly (try to stick to one drink an hour)
- ✓ Invite everyone – it's essential to establishing and strengthening relationships
- ✓ Order something to eat – happy hour food specials are great
- ✓ Lighten up! This isn't the office – have some fun!
- ✓ Approach someone who seems shy or someone you don't know well – why not?!

### Don'ts:

- × Drink too much - no one wants to be known as the office drunk
- × Bad mouth any coworkers
- × Do anything you may regret later
- × Stick to your normal group – take this as an opportunity to meet someone new
- × Dominate conversations

Courtesy: Danielle Grau

*The true measure of a career is to be able to be content, even proud, that you succeeded through your own endeavors without leaving a trail of casualties in your wake.*

Alan Greenspan

## FACULTY LUNCH WITH PROF. WATKINS

A group of MEMers had lunch with Law Professor Seth Watkins on Tuesday, February 15<sup>th</sup> for the latest “faculty lunch” event. The students who attended the lunch were Ronnie Wu, Amer Ali, Smit Shah, Brennan Smartis, Andrew Cartey, Kate Rohald, and Daniel Keene. The MEMers got to know more about Professor Watkins’ time as a student at Duke and what he enjoys most about coming back as a professor. CDAR will be organizing additional faculty lunches this semester, so keep an eye on your email inboxes for details!

*Courtesy: Smith Shah*



## MEMP WRITING CENTER



Last month the Master of Engineering Management Program inaugurated a student writing center at CIEMAS. The creation of the writing center has been driven by student needs and the administration’s commitment to help students hone their written communication skills.

Students can either walk-in at the designated hours for assistance with cover letters, personal statements, documents shorter than 2 pages or schedule an appointment for their reports and documents that are longer than 2 pages

To make a writing center appointment, follow these easy steps:

- 1) Log into Blackboard ([www.courses.duke.edu](http://www.courses.duke.edu))
- 2) Check the Writing Center schedule (schedule updated every month) to determine the designated appointment times
- 3) Log on to doodle to reserve an appointment slot that is at least a day away
- 4) Submit the document you would like to discuss in your appointment via gmail to [memp.writingcenter.duke@gmail.com](mailto:memp.writingcenter.duke@gmail.com). Please place the date and time of the appointment you have scheduled in the subject line.
- 5) Show up for your writing center appointment (room 2559 CIEMAS)