

A Guide to Technical Recruiting

Researching Opportunities

- Using career-related boards like:
 - [Handshake](#)
 - [LinkedIn](#)
 - [Indeed](#)
- Companies from the [UW CSE Affiliates List](#)
- Internship databases online
 - Summer 2024: <https://github.com/SimplifyJobs/Summer2024-Internships>

Applying

- **Apply early.** For many companies, their applications open up around mid/end of August, so start applying in early Fall.
 - Some companies have rolling application cycles, so the earlier you apply, the better!
- **Mass apply.** Don't be afraid to apply to a lot of companies! The application generally consists of uploading your resume and other personal information. Most students will apply to ~ 50+ internships throughout the technical recruiting cycle. Some students make a schedule for applying so that they can continuously have applications to fill throughout the recruiting season.
- **Track your applications.** [Here's](#) an example Application Tracker that you can use created by Allen School Peer Advisers. Keeping track of your applications can help you visualize your progress and help you prioritize who you should be following-up with.
- **Resume**
 - Make sure your resume is ATS-friendly
 - What is an ATS?
 - Applicant Tracking System-- basically the company's database of applicants
 - Sometimes ATS can do an automated initial screening to determine if your resume should be passed to a Recruiter or a hiring manager

- Parses your resume and puts information in specific categories
 - Scans your resume for relevant keywords
 - Avoid two-column resumes and non-standardized headings
 - Upload your resume to [Resume Worded](#) to see how targeted & ATS-friendly your resume is to the position you're applying to
- Skills
 - Highlight your technical skills towards the top of your resume
 - Emphasize your transferable non-technical skills through your bullet point explanations as opposed to listing them out
- Make sure your graduation month/year is clearly visible and accurate
- Objective Statements are usually unnecessary
- Resources:
 - [CSE Resume Best Practices Guide](#)
 - [Resume Template](#)
 - [Resume Guide w/examples](#)
 - [Small group resume lab with a Peer Adviser](#)
 - [Kim's Ultimate Guide to Building Your Resume](#)
- **LinkedIn.** A majority of recruiters will use LinkedIn to search for potential candidates so it's essential that you have that's up to date. Unlike a resume, you aren't limited to one page - put as much relevant information as you want to!
 - [Profile Checklist for students](#)
 - [LinkedIn 101](#)
- **Cold emailing**
 - Cold emails generally consist of
 - A small introduction of your background
 - Resume and/or past experience
 - Why you're interested in opportunities in the company.
 - A good option for smaller companies / startups or companies which have a lot of UW alumni
 - It never hurts to send a cold email, but don't expect a response

Phone Screens / OAs

- **Primary interview round.** Companies will either have an online assessment or a phone screen interview.
 - Online Assessment
 - Interviewees don't actually communicate with an engineer - this interview is done on your own and must be completed within a certain timeframe (typically ~2 weeks)
 - Consists of 1-3 problems that have to be completed within a certain time limit

- Interviewees have access to user-facing tests to evaluate correctness of code
 - Held on an online platform like HackerRank, Coderpad, Codility, etc.
 - Less focused on communication and based more on technical solution correctness
- Phone screen:
 - Similar to an online assessment but you are assessed by an interviewer
 - This interview is typically conducted over video call, and may also use an online platform
 - Communicating your thought process and asking the interviewer clarifying questions is *extremely* important
- **Level of Difficulty:** Easy/Medium on [Leetcode](#)
- **Time:** usually 60-90 minutes

Technical & Behavioral Interviews

- **Goals:** Interviewers will assess candidates based on their communication and problem-solving skills, as well as code correctness.
- Companies will generally have 1 - 2 technical interviews with some behavioral questions. These are with 1-2 engineers or engineering managers.
- **Technical Interview Tips & Resources**
 - Leetcode, Cracking the Coding Interview book, Youtube videos, mock interviews with friends
 - [Glassdoor](#) is a resource where you can learn about people's experiences during interviews. Keep in mind that this resource is based on self-reported experiences and may not reflect the current interview process and/or difficulty of questions.
 - Read through this [Technical Interview Guide](#) for a more in-depth guide for technical interviews!
- **Behavioral Interview Tips**
 - Research the company and/or team beforehand and have a solid answer for why you would want to work there
 - It's an opportunity for you to also interview the company! Ask questions about company culture, team dynamic, etc.
 - Make sure you know everything on your resume and are able to talk about every experience.
 - Use the [STAR method of interviewing](#) to practice your responses and make sure they're concise, but cover important information.
 - Common questions include:

- Why do you want to work at X company?
- Tell me about a time when you had to work in a team.
- Describe Y on your resume.

Final Round Interview

- Companies will generally have 3-5 different interviews that consist of both technical and behavioral questions. Interviewers will also be evaluating you on whether you are a cultural fit for the company and team.
- This is the main opportunity for you to meet different people in the company and evaluate team and company culture.
- This is also called an “on-site” interview - some companies will fly you out to their headquarters for you to visit the campus and explore the nearby area.

Accepting/Rejecting Offers

There are generally 4 areas to consider when evaluating offers:

- **The Offer Package.** This includes base salary, signing bonus, stock/equity, PTO plan, insurance, benefits, flexibility with remote work, etc.
 - [Levels.fyi](https://levels.fyi) is a great resource to see how your package compares to packages from other companies
- **Career Development Opportunities.** This is where you want to consider whether you’re genuinely interested in the work your team is working on. Some elements to consider are team size, work contribution size, skills you’ll gain, and how the team will grow your career.
- **Team Culture & Dynamic.** This is where you consider the ‘vibe’ of the team - how are the mentor / manager, how is the team structured, what is the dynamic between the manager and other members of the team, how important is mentorship, etc.
 - If you haven’t had time to meet people on your team, be sure to reach out to your recruiter to schedule a coffee chat with some of them!
- **Company Mission & Values.** This area varies from person to person, but is an opportunity for you to reflect on what you want in a company as a whole. Company values are the guiding principles behind the purpose of your work.

Negotiations (for FTE)

Ask if the offer is negotiable. Sometimes offers are standardized for every new grad role so you want to make sure that the offer is flexible before starting the negotiation process.

Considerations

- Do you have a counter-offer? If so, how does it compare to this offer?
- Do you have a compelling reason/ data/information to back-up your ask?
- Do you want the job?
- What factors are most important to you in this offer?
 - Consider base salary + signing bonus (if applicable) + stock/equity (if applicable) as well as perks & benefits
- When is your offer decision deadline? Do you have other offers coming in?
 - Allow for at least ~5 business days for negotiation before acceptance deadline

Negotiation Process

- Receive initial offer and solidify interest in the position
- Do research and compare your offer to other offers to formulate your asks
- Write your Recruiter with your asks after thinking through all considerations
- Be prepared to negotiate over the phone/Zoom, know when you're turning it down vs. accepting
- Accept or reject the offer

Resources

- [Slides](#) from a salary negotiation presentation and the [recording](#)