Ace the Interview
Agenda

Prepare for the Interview
Practice Commonly Asked Questions During the Interview
After the Interview
Questions

What story do you want to tell?
What You'll Learn Today
At the end of this workshop, you will be able to...

- Explain what is important when preparing for an interview
- Identify types of interviewing, commonly asked questions and how to answer them effectively
- Understand your role in the process and how to navigate (before the interview, during the interview, and after the interview)
What is an interview for?

PURPOSE

1. Market Yourself
2. Find out more about the organization
3. Determine good fit for you and the employer
The First Impression

It begins far before you actually interview!

- **Career Fair or Networking**
- **Email**
- **Application Materials**
- **Phone Call**

Once you are invited…

- Smile
- Check Schedule
- Respond Promptly
- Be Courteous
Types of Interviews
Phone or Virtual (Zoom)

Clarify the details

Find a quiet space

Do your research

Verbal and nonverbal Communication

Practice!
Prepare for standard interview questions

Connect with all interviewers

Prepare follow-up questions

Traditional In-Person
Follow the interviewer’s Lead

Maintain conversation

Follow etiquette rules

Less formal environment
Focus on interactivity & inclusivity

Speak with purpose

Listening is key
Interview Logistics
In Person Interview

• Verify the time and location

• Ask for clarification (if needed)
  • Will this be a panel or individual interview?
  • Who will I be meeting with during the interview?
  • Should I prepare any materials or a presentation for this interview?
Virtual Interview

• Find a space without interruption and a good internet connection

• Access the link/platform ahead of time

• Dress the part

• Ask for clarification (if needed)
  • What is the web conferencing system that will be used?
  • What timezone will this interview take place?
  • Should I prepare any materials for this interview?
Dress for Success

• Dark or muted colors are more professional
• Closed-toe shoes, dark socks if appropriate
• Avoid heavy perfume or cologne
• Clean hands, nails, and brushed teeth
• Grooming (hair & facial)
• Visit R' Professional Career Closet
• Have you checked your virtual presence lately?
Do Your Research

Review the position description

Research the company/organization

Ask current/former employees about their experiences

Prepare 3-5 questions for your interviewer
Interview Question Styles

Different interviews include different types of questions

• Tell me how your background prepares you to do the job?  
  
  Straightforward

• Could you tell me about a time when you worked on a group project?
  
  Behavioral Based

• How would you respond to a dissatisfied customer?
  
  Situational

• What new feature would you add to MS Word if you were hired?
  
  Technical

Reflect on past actions and provide real examples for your answer
## Behavioral Questions

Be a STAR

<table>
<thead>
<tr>
<th>Situation or Task</th>
<th>Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Describe the action you took. If you are describing a group project, focus on your role.</td>
</tr>
<tr>
<td>Results</td>
<td>What did you accomplish? What did you learn?</td>
</tr>
</tbody>
</table>
NACE CAREER READINESS COMPETENCIES

Obtaining *requisite competencies* that broadly prepare college graduates for a *successful transition* into the workplace.
Let's Practice!

S T A R
Divide into groups of 3 Person 1 will be the interviewer and will ask questions first. Person 2 will be the interviewee first. Person 3 will observe and give feedback. Then switch, so that each person takes on each role.

**Interview Question 1:**
Tell me a time when you dealt with a challenging person.

**Interview Question 2:**
Describe a time when you worked with a group to achieve a goal.

**Interview Question 3:**
Walk me through a time when you made a mistake. What would you have done differently?
Other Common Questions

Tell us a little bit about yourself and why this position interests you?

- What makes you different than others?
- How organized and concise are you?
- What brought you to this career?
- Why do you want to work with this organization?

Why do you want to work for our organization?

- Where you work should be important to you (values)
- Recall your company research
- Let them know that you know about their achievements and challenges

What is your greatest weakness/opportunity?

- Identify a weakness that does not contradict a core competency needed for the job
- Explain at least 2 specific ways you have overcome/managed the weakness and provide evidence
Practice Virtually Using

1. **STANDOUT®**

   Schedule an interview practice or Mock

2. Interview Critique appointment with your career specialist.
Arriving at the Interview

**In-Person**
- Arrive early (10-15 minutes so you are not rushed)
- Leave cell phone in the car or shut off before going into interview
- Interview begins in the parking lot — be courteous
- Bring extra copies of resume
- Take cues from interviewer

**Virtual or Phone**
- Check the Zoom/virtual link early and make sure you have the link, password, internet connection ready to go
- Put cell phone or any other distractions away before the interview
- Have a copy of resume and CL in front of you
- Take cues from interviewer
During the Interview

- Sit, taking cue from interviewer (in-person)
- Be mindful of time
- Make effective eye contact – smile!
- Express confidence in your abilities
  - What would you bring to the organization?
- Tie your background to the position
- Speak clearly with enthusiasm
Closing the Interview

• Your time to ask questions!
• Ask about the next step (if not already mentioned)
• Ask for business cards if not offered
• Shake everyone’s hand, call them by name if possible and thank them for their time
• RELAX…you’re done!
After the Interview

• Send a thank you note (email, card)
• Be specific with what you appreciated about them in the interview
• Follow-up if the date that they said they would get back to you has passed
• Always be professional

Exception:
If the employer stated to not contact them, do not contact them
When an offer has been made...

Accepting the Offer:
• Be enthusiastic
• Find out the details
• Find out how much time they can give you
• Always deliberate before accepting

Decling the Offer:
• Remain positive
• Don’t burn any bridges!
• Respond promptly and courteously – don’t ghost the employer!
Salary Negotiation

Should I negotiate?

• Am I completely entry-level?
• Is the job in a field that doesn't allow for negotiation?
• Is the offer reasonable?

How do I negotiate salary?

• Maintain professionalism
• Present an appropriate salary range for the position
• Consider cost of living and other factors
• Attend the What's My Worth? Salary Negotiation workshop
What to say when you don't get the job...

• Many companies do not inform you of their decision if they are not hiring you

• Remain professional

• Situational: ask them what could have made you a stronger candidate

• Don’t burn any bridges!
On-Campus Interviews

- Students are encouraged to participate!
- Employers interview UCR talent on campus
- Chance to interview for multiple internship and full-time positions
What questions do you have?
Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:
Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

Individual counseling appointments available
Schedule on Handshake

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm