Did You Know?

This is how **UCR STUDENTS** reported finding their first job after college.

**SOURCE OF JOB**

- Networking
- Career Center
- Online or Print
- Direct Contact
- Advancement in Current Job
- Intern Conversion
- Other
- Social Media

#successhasnomlimit

(951) 827-3631 • CAREERS.UCR.EDU
Did You Know?

164 STUDENTS participated in career leadership programs through the Career Center

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Did You Know?

519 STUDENTS were selected for on-campus interviews

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Did You Know?

The number of unique employers visiting UCR has INCREASED by 76% since 2010.

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Did You Know?

Status 6 Months After Graduation

- 66% Employed
- 23% Post-Graduate Program
- 10% Seeking Employment
- 1% Not Seeking Employment

These statistics were collected from the class of 2014 in a survey that was given six months after graduation.

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GET CONNECTED
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Visit Us On Social Media!

UCRcareercenter
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UCR Career Center
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Ace the Interview
THE AGENDA

- Prepare for the Interview
- Practice Commonly Asked Questions
- During the Interview
- After the Interview
PURPOSE OF AN INTERVIEW

- Market yourself
- Find out more about the organization
- Determine good fit for you and the employer
MAKING THAT FIRST IMPRESSION

• It begins far before you actually interview!

Career Fair/Network

Email

Job Description

Phone Call

Once you are invited...

“Thank you for the opportunity! Yes, I am available at that time.”

Smile

Check Schedule

Respond
IN PERSON INTERVIEW LOGISTICS

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 LOGISTICS

Use of Technology         Time & Type         Environment         Look the Part

Ask for clarification: (if needed)

• What is the web conferencing system that will be used?
• What time zone will this interview take place in?
• Should I prepare any materials or a presentation for this interview?
DRESS FOR SUCCESS

- Dark or muted colors are more professional
- Women wear stockings, men dark socks
- Avoid heavy perfume or cologne
- Clean hands, nails, and brushed teeth
- Conservative hair style (and facial hair)
- Have you checked your virtual presence lately?

First impressions: It takes about 90 seconds for your interviewer to make an overall assessment of you.
INTERVIEW ATTIRE

What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

NOTE: For interviews, always choose Business Professional attire.
RESEARCH THE COMPANY

• Review the position description
  *(Be prepared to explain how your experience and skills fit!)*

• Research the company
  - Company Website
  - Employee LinkedIn Profiles
  - Career Insider, Glassdoor.com
  - CNN money, Google Finance, Business Week

• Prepare 3-5 questions for your interviewer
STYLES 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>

- Past actions are more indicative of future success than hypothetical situations
- Prepare 3-5 STAR examples
LET’S PRACTICE YOUR STAR STORIES

Divide into groups of 3

- Person 1 will ask the question & follow up questions
- Person 2 will answer
- Person 3 will evaluate
- Then switch, so each person takes on each role
LET’S PRACTICE YOUR STAR STORIES

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?
PRACTICE, PRACTICE, PRACTICE!

Amy Cuddy TED Talk: Empowering through Body Language

2 Minute Power Pose!

Mock Interview Tool in Your SCOTLink Account

Answer using STAR Examples!
Q & A...No. 1

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

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

The wrong answers:
- Anything that is overlong.
- Sentimental, idealistic responses.
Q & A... No. 2

“Why do you want to work for our organization?”

- Where you work should be important to you
- Remember your homework here
- Let them know that you know about their achievements and challenges
- Don’t overdo it

The wrong answer: “Well, I have all these student loans...”
Q & A...No. 3

“What is your greatest weakness?”

Approach:
Identify a weakness that does not contradict a core competency needed for the job. Then, explain at least 2 specific ways you have overcome/managed the weakness and provide evidence of effectiveness.

The wrong approach:
• Don’t state a “strength” and spin it to sound like a weakness (interviewers get annoyed with this old strategy)

• Don’t NOT have a weakness (because you do!)
## WHAT EMPLOYERS LOOK FOR

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appearance</td>
<td>Untidy</td>
<td>Somewhat untidy</td>
<td>Neat appearance</td>
<td>Very neat</td>
</tr>
<tr>
<td>Greeting</td>
<td>Unfriendly, not courteous</td>
<td>Used typical behavior</td>
<td>Acceptable behavior</td>
<td>Friendly, professional behavior</td>
</tr>
<tr>
<td>Communication</td>
<td>Presentation shows lack of interest</td>
<td>Showed some interest, speaking is unclear</td>
<td>Show interest throughout interview, speaking clearly</td>
<td>Very attentive, speaking clearly, professional tone, enthusiasm</td>
</tr>
<tr>
<td>Body Language</td>
<td>Fidgeted, constant movement; hands &amp; feet, no eye contact</td>
<td>Fidgeted, eye contact is made intermittently</td>
<td>Occasional shifting, occasional loss of eye contact</td>
<td>No fidgeting, eye contact made, sitting straight in chair</td>
</tr>
<tr>
<td>Response to Questions</td>
<td>Inappropriate answers to questions</td>
<td>Gives inaccurate answers</td>
<td>Answers are acceptable &amp; accurate</td>
<td>Thorough answers to questions</td>
</tr>
<tr>
<td>Asked Questions</td>
<td>No questions asked</td>
<td>Asked questions that were not related to the job</td>
<td>Asked questions related to the desired position</td>
<td>Evidence showed that the applicant had researched the company</td>
</tr>
</tbody>
</table>
ACTIVITY: SCORE THE INTERVIEWEE
ARRIVING AT THE INTERVIEW

● **ARRIVE EARLY!** (10-15 minutes)

● Leave cell phone in the car

● Interview begins in the parking lot—be courteous

● Bring extra copies of resume

● Take cues from interviewer
DURING THE INTERVIEW

- Firm handshake
- Sit, taking cue from interviewer
- 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**

- **DO** send a thank you note (email, card)
- **DO** follow-up if the date that they said they would get back to you has passed
- How often depends on the industry
- Always be professional

*Exception:*
*If the employer stated to not contact them, do not contact them*
WHEN AN OFFER HAS BEEN MADE

Accepting an Offer

- Be enthusiastic
- Find out the details
- Find out how much time they can give you
- If you feel this is the right job, it is okay to accept the offer over the phone

Declining an Offer

- Respond promptly and courteously
- Remain positive
- Don’t burn any bridges!
SALARY NEGOTIATION

Should I negotiate?

- Not standard practice for all applicants
- Accept the offer if you feel that it meets your needs
- Entry-level employees tend to have less latitude for negotiation
- Depends on types of employers and job market

How do I negotiate salary?

- Approach prospective employer in a non-confrontational manner early in your decision making process
- Maintain professionalism throughout the interactions
- Present an appropriate salary range for the position (supportive reasons such as relevant internship experience, special skills, high GPA, or other job offers)
- Consider cost of living
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!

*every experience is an opportunity to learn and grow.*
ANY QUESTIONS??!

Did you know we offer ON-CAMPUS INTERVIEWS??!!! (OCI)

- Juniors and Graduating Seniors are encouraged to participate!
- Employers interview UCR talent on campus
- Chance to interview for multiple internship and full-time positions
- SCOTLink → SCOTjobs →
WHERE CAN YOU FIND US?

Veitch Student Center

Materials Science & Engineering

Bourns College of Engineering

HUB

Drop-Ins
M-Th: 10am-3pm
F: 10am-12pm
Appointments:
951-827-3631