Did You Know?

#HireHighlanders  #UCRCareerReady

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.
Did You Know?

519 STUDENTS were selected for on-campus interviews

#HireHighlanders  #UCRCareerReady
Did You Know?

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Did You Know?

Interviewers can make a decision on whether to hire a candidate within 90 seconds of meeting them.

#HireHighlanders  #UCRCareerReady
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

Time                    Type             Interviewer(s)                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 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?**

**BUSINESS PROFESSIONAL**
- Light button-up shirt
- Pressed suit
- Appropriate length skirt
- Polished, closed-toe shoes
- Natural looking makeup
- No bulky jewelry

**BUSINESS CASUAL**
- Nice blouse
- Pressed suit

**BUSINESS PROFESSIONAL**
- Fresh haircut
- Clean shaven

**BUSINESS CASUAL**
- Button-up shirt
- Matching belt and shoes
- Pressed blacks

*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

Mock Interview Tool in Your SCOTLink Account
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>
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

Be Honest
Think Positive
Practice Active Listening
Be Careful Not to Criticize
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!
Did you know we offer ON-CAMPUS INTERVIEW S??!!!(OCI)

- Students are encouraged to participate!
- Employers interview UCR talent on campus
- Chance to interview for multiple internship and full-time positions

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

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