INTERVIEW SKILLS

PRACTICE WITH THE MOCK INTERVIEW TOOL

PRACTICE responses to typical interview questions and RECORD your interview for feedback (optional).

GET STARTED with these steps:

LOGIN to your SCOTLink account on the Career Center website, careers.ucr.edu
Click on MOCK INTERVIEWS on the left navigation bar
• Select a mock interview based on your college or the industry that you are interviewing for
• Click on RECORD NEW ATTEMPT
• ADJUST Audio and Video settings
• Try a PRACTICE QUESTION
• START INTERVIEW
• You will have 30 seconds to prepare for each question and 3 minutes to respond
• Once you have completed the interview, call (951)827-3631 to schedule an appointment with a Career Counselor to review your mock interview

No Webcam? No Problem! The Career Center has an interview station you can use to practice and record your interview.

ADDITIONAL INTERVIEW PREP RESOURCES

VIRTUAL CAREER CENTER: http://careers.ucr.edu/, Online Services for Students Access the Career Center’s Interview Skills workshop online as well as downloadable worksheets and handouts you can use to prepare for your interview.

CAREER INSIDER powered by VAULT: Login to SCOTLink at http://careers.ucr.edu An excellent resource for company research, interviewing, resume writing, salary negotiations and other topics of importance to students involved in a job search.

GLASSDOOR: visit glassdoor.com A free inside look at over 23,000 companies. Company Salaries, Reviews, and Interviews posted anonymously by employees.

CareerShift: Login to SCOTLink at http://careers.ucr.edu; Group Code: Scottie - Get up-to-date contact information, including email addresses, for millions of professionals. Search, select and store job listings from all job boards and all employer websites. A free inside look at over 23,000 companies.

COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Why do you want to work for this company/organization?
3. What are your strengths?
4. Behavioral Questions – Common across all industries Examples – Describe a time you were in a leadership role. Talk about a time you worked with a difficult person. Tell about a time you worked with a team to complete a project.
5. Technical Questions – Specific companies and/or industries may ask questions designed to assess a specific skill or level of knowledge required for the position
6. What questions do you have for us?

SOCIAL MEDIA

#HireHighlanders  #UCRCareerReady
1. Research the company. Knowing about the company’s core products/services, clients and accomplishments will impress the interviewer. Login to SCOTLink to access CAREERINSIDER, CareerShift, and glassdoor.com for company and industry information.

2. Review the job description for key skills and qualifications and identify how your abilities and experiences are a good match for the job.

3. Practice, practice, practice answering typical interview questions. Be upbeat and use specific examples to demonstrate your skills. Use the Mock Interview Tool in your SCOTLink account to get started.

4. Prepare questions for the interviewer. Asking questions demonstrates you are interested in the company and the job. Stay away from questions about money/benefits.

5. Ask the recruiting coordinator about the type of interview (i.e. group, panel, individual) and who you will be interviewing with so you know what to expect.

6. Wear a suit! Your attire and appearance make a strong first impression. You want to be viewed and remembered as a professional versus a student.

7. Arrive 5-10 minutes before your interview. Get good directions to the interview location and know how traffic will impact your travel time.

8. Turn off your phone! The interviewer should have your full attention. Being distracted by calls, texts, etc. demonstrates a lack of interest in the company and the job.

9. Smile. Relax. Be Confident… even if you don’t feel like it. Interviewers want to connect with you as a professional and as a person. Try to be yourself even if you’re nervous.

10. Follow up…with a thank you note or email within 24 hours of the interview.

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<tr>
<th>DAY OF INTERVIEW CHECKLIST:</th>
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<tr>
<td>□ Dressed to impress</td>
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<td>□ Mints</td>
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<td>□ Portfolio with:</td>
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<tr>
<td>□ Extra resumes</td>
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<tr>
<td>□ Questions for Interviewer</td>
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<td>Paper and Pen</td>
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<td>List of References</td>
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<tr>
<td>Recruiter contact info</td>
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<td>□ Parking/Emergency $$$</td>
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<td>□ Cell phone off</td>
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<tr>
<td>□ Ace the Interview!</td>
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<td>□ Send thank you note</td>
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