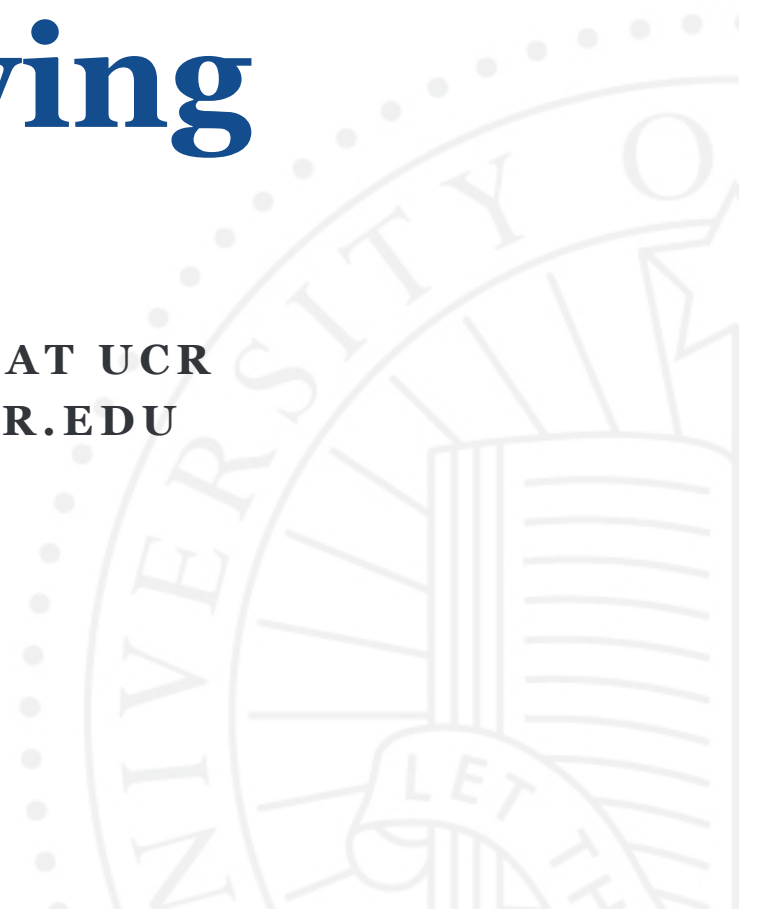


Successful Interviewing

THE CAREER CENTER AT UCR
[HTTP://CAREERS.UCR.EDU](http://careers.ucr.edu)
951.827.3631



AGENDA



- Purpose of an Interview
- Before the Interview
- During the Interview
- After the Interview
- Interview Stream Demonstration

PURPOSE OF AN INTERVIEW



- A good resume gets you an interview
- A good interview gets you a job
- They're not just interviewing you
- You're interviewing them

Why do they interview you, anyway?

BEFORE THE INTERVIEW



PREPARATION:

- Interview Logistics
- Good First Impressions
- Research Position & Company
- Success Stories
- Answers to Typical Questions
- Questions for the Employer
- References

INTERVIEW LOGISTICS



Time



Type



Interviewer(s)



Location

GOOD FIRST IMPRESSIONS



- 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?

RESEARCH POSITION & COMPANY



- Review the position description
- Research the company
 - Company Website
 - Riley Guide, Hoovers
 - Career Insider, glassdoor.com
 - CNN money, Google Finance, Business Week

BEFORE THE INTERVIEW



- STAR Stories (3-5)

<u>S</u>ituation or <u>T</u>ask	Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.
<u>A</u>ction	Describe the action you took. If you are describing a group project, focus on your role.
<u>R</u>esults	What did you accomplish? What did you learn?

- Responses to typical questions
- 2-3 Questions for employer
- Practice!

DURING THE INTERVIEW



- **ARRIVE EARLY!** (But not too early)
Fashionably late is just plain late!
- 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, cont.



- Firm handshake
- Sit when asked to do so
- 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**

THE QUESTIONS...and how to answer them



“Where do you see yourself in 5 years?”

- *Demonstrate the importance of the job offer as part of your career progression*
- *Focus on achievable objectives and what you are doing to reach those objectives*

The wrong answer:

Anything about marriage, kids, and going back to school.

THE QUESTIONS... 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...”

THE QUESTIONS...No. 3



“What is your greatest weakness?”

Reframe the question:

- *Not what are your “weaknesses”, but what are your “limitations”*
- *Make your strengths your limitations*
- *How would you improve your limitations?*

The wrong answers:

“I sometimes get behind in tasks.”

“I don’t have much experience.”

THE QUESTIONS...No. 4



“What is your greatest strength?”

Frame your answer in two ways:

- *How you see your talents and abilities*
- *How will you be an asset to the organization*

The wrong answer:

“I’m a quick learner.”

THE QUESTIONS...No. 5



“Tell us a little bit about yourself?”

- *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.

THE QUESTIONS...No. 6



“What questions do you have for us?”

Always have questions. Ask about:

- *The culture of the organization*
- *Professional Development*
- *Expectations*
- *What the next step is*

The wrong answer.

-Anything about salary, benefits or bonuses.

-No questions.

EXITING THE INTERVIEW



- 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

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!

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!

Career Center



Additional Career Center workshops to help you
with your career success:

- ✦ Beginning and Advanced Resume Writing
- ✦ Internship Orientations
- ✦ Job Search Skills
- ✦ Conversation Skills
- ✦ Special Seminars with Employer Presenters

CAREER CENTER



Veitch Student Center (Health Center Bldg)

Mon - Fri 8am - 5pm

Wed 9am - 5pm

<http://careers.ucr.edu>

(951) 827-3631

Drop-In Hours:

Mon - Thu 10am - 3pm

Fri 10am - 12pm