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# Interviewing for Introverts

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# Agenda

- **Definition**
- **Are you an introvert?**
- **Types of interviews**
- **Common interview challenges**
- **Preparing for the interview**
- **After the interview**



COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE<sup>®</sup>

## CAREER READINESS COMPETENCIES

Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT

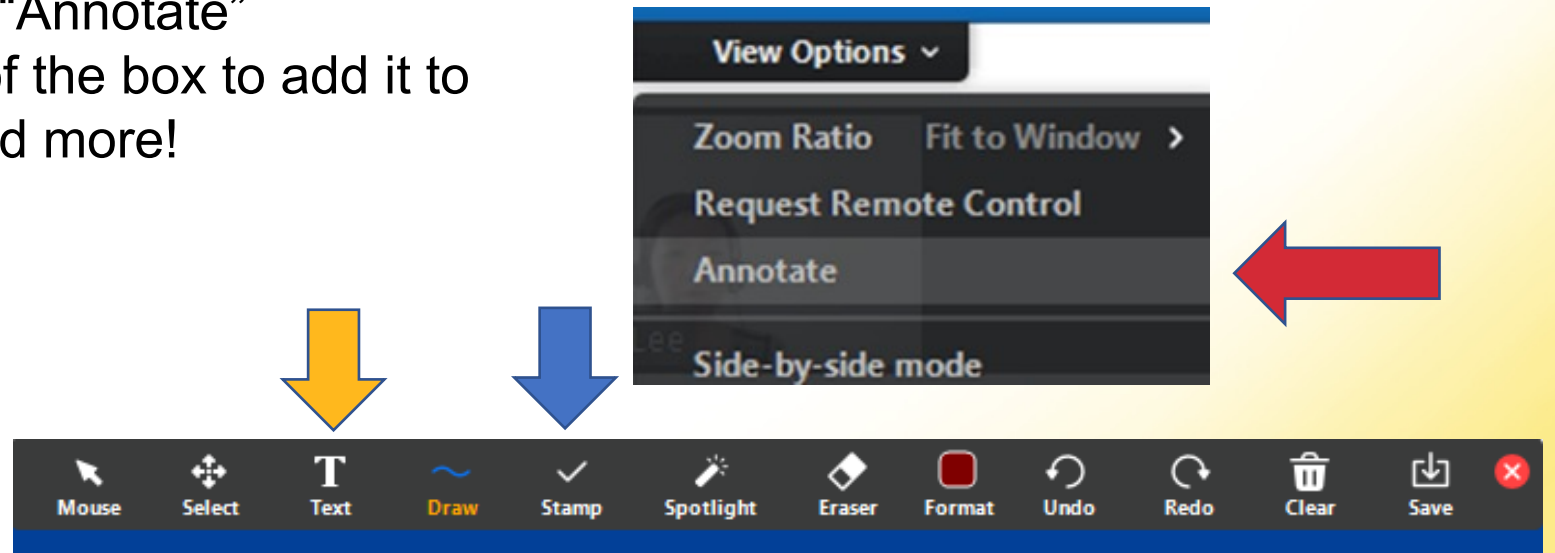


TECHNOLOGY



## Using the annotation feature for this meeting

- Under "View Options", click "Annotate"
- You can add text (click out of the box to add it to the screen), add stamps, and more!
- Test it out on this page





# What You'll Learn Today

*At the end of this workshop, you will be able to...*



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**Identify the strengths of being an introvert**



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**Describe challenges of interviews and how to overcome them**



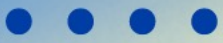
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**Understand how to prepare for each phase of the interview**



# What is an Introvert?

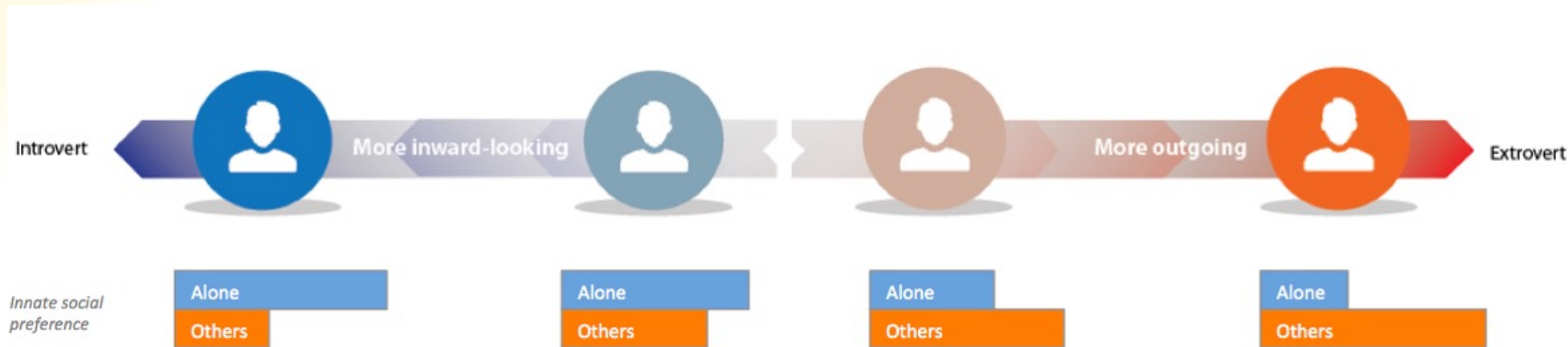
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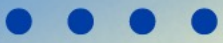


# What is an introvert?

• Introversion ~~=~~ Shyness

- **Introversion:** preference for environments that are not overly stimulating
- **Shyness:** fear of social disapproval or humiliation



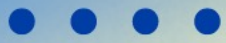


# What is an introvert?

## Are you introverted?

- I prefer to relax alone or with a few close friends
- I don't like feeling rushed
- I consider only deep relationships as friends
- My mind goes blank in groups or under pressure
- I need rest after outside activities, even ones I enjoy
- I tend to think before I speak or act
- I appear calm, self-contained, and like to observe
- I often listen but talk a lot about topics of importance to me





# The strengths of being an introvert

*Let's chat!*

**What year are you in school?**

**What is your major? How did you choose it?**

**Based on what you know so far, what are some strengths of being an introvert?**





# Types of Interviews

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# Types of Interviews

## *Virtual/Phone Call*

- **Clarify the Details**
- **Find a Quiet Space**
- **Do Your Research**
- **Focus on Verbal Communication**

### *Examples:*

1. What is the web conferencing system that will be used?
2. What time zone will this interview take place?
3. Should I prepare any materials for this interview?



# Types of Interviews

## *Traditional Panels*

- Verify the time and location
- Ask for clarification (if needed)

### *Examples:*

1. Will this be a panel or individual interview?
2. Who will I be meeting with during the interview?
3. Should I prepare any materials or a presentation for this interview?



# Types of Interviews

## *Meal*

- Follow the Interviewer's Lead
- Maintain Conversation
- Follow Etiquette Rules
- Less Formal Environment



# Types of Interviews

## *Meal*

- Focus on interactivity & inclusivity
- Speak with purpose
- Listening is key
- How do you work in a team setting?
- What unique ideas do you have?





# Common Interview Challenges

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# Common Interview Challenges

## *Getting anxious*



Prepare for the most common interview questions

There is no “right” answer

Think of the interview as a conversation

**Relax** – you’ve made it this far!





# Common Interview Challenges

*Feeling like you're bragging*



Be as objective as possible

Talk about the most exciting aspects of your experience

Bring samples to show your work



# Common interview challenges

## Thinking on your feet



Internal processors work out the details before they speak

External processors talk through their thinking

Do your research – preparation is key

Pause, reflect, then answer the question

Bring a notepad with key phrases and questions



# Common interview challenges

## Making a good first impression

- Know where you are going
- Prepare a few topics of small-talk
- Practice positive self-talk
- Be aware of your body language

Give yourself as many advantages as possible

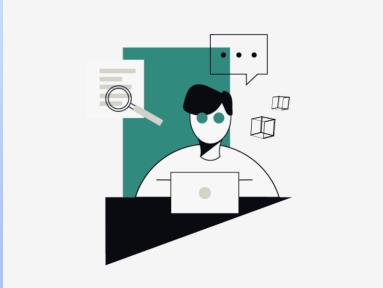




# Preparing for the Interview

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# Preparing for the interview



## Research

Become an expert on the organization, your interviewer, and yourself

Tell me  
about  
yourself.

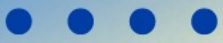
## Prepare

Know the most common interview questions, and have answers ready

STANDOUT®

## Practice

Make an appointment with your Career Specialist, practice with family/friends, or use StandOut



# Preparing for the interview

## Behavior-Based questions

Technique to Answer Behavioral-Based Interview Questions

**S**  
**T**  
**A**  
**R**

**SITUATION**

Detail in the background. Provide a context. Where? When?

**TASK**

Describe the challenge and expectations. What needed to be done? Why?

**ACTION**

Specify the action taken. What did you do? How? What tools did you use?

**RESULTS**

Explain and quantify the results: accomplishments, recognition, savings, etc.

### Tell me about a time when you...

- have worked on a team
- took the lead on a difficult project
- had a conflict at work
- found a creative solution to a problem
- failed

# What skills are employers looking for?

Figure 1  
Attributes Employers Seek on a Candidate's Resume

Attribute	% of Respondents	Attribute	% of Respondents
Problem-Solving Skills	88.7%	Interpersonal skills	58.2%
Ability to work in a team	78.9%	Computer skills	54.6%
Communication Skills (written)	72.7%	Leadership	52.1%
Strong work ethic	71.6%	Organizational ability	44.8%
Flexibility/Adaptability	70.1%	Strategic planning skills	34.5%
Communication skills (verbal)	67.5%	Friendly/outgoing personality	25.8%
Technical skills	67.0%	Creativity	21.6%
Analytic/quantitative skills	66.0%	Tactfulness	21.1%
Initiative	65.5%	Entrepreneurial skills/risk-taker	18.6%
Detail-oriented	61.3%	Fluency in a foreign language	5.2%



National Association of  
Colleges and Employers

Source: Job Outlook 2024, National  
Association of Colleges and Employers



# After the Interview

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## 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*

# QUESTIONS

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# location

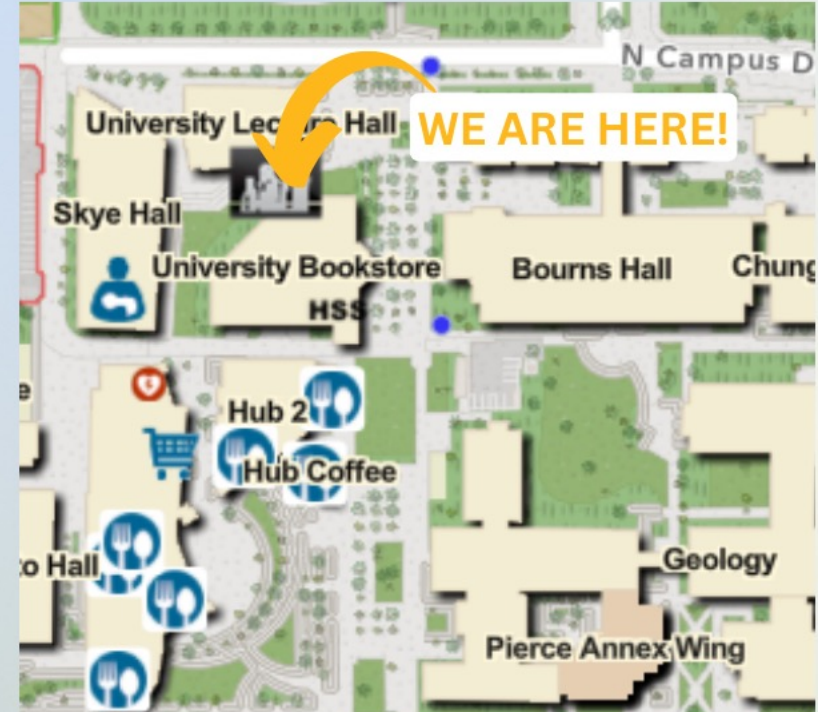
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

# hours

8 AM - 5 PM MONDAY-FRIDAY

*website home*

*drop in hours*



connect with us!



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