



Social Ecology Student Services
**INTERVIEW LIKE A PRO
FOR SE 195 AND MORE**

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WHAT NOT TO DO ...

- × Example 1

BEFORE THE INTERVIEW...

- ✗ Learn a little about them!!



BEFORE THE INTERVIEW

- ✘ Prepare!!
- ✘ Research the company - Do your Homework!
 - + What is this company about? What do they do? Mission Statement?
 - + What are they looking for?
 - + How do your skills and personality fit into the company?
 - + How can you benefit the company? What issues are they currently facing?
 - + Sample Course Enrollment Form

BEFORE THE INTERVIEW

- ✘ Make a list of selling points - what are your strengths, interests, & career goals?
- ✘ Study the job description & think about examples of how your skills make you a good fit
- ✘ Think about what you want from this experience. Prepare questions to ask them
- ✘ Practice out loud, with a buddy, in the mirror, on video, etc.

REHEARSE BEING YOUR BEST SELF!

- ✘ Standard Questions to rehearse:

- + Tell me about yourself
- + Why do you want this job?
- + Why should I hire you?
- + What are your career plans?
- + Do you have any questions?



- ✘ Practice answering these questions out loud to yourself

DRESS FOR SUCCESS TIPS & MORE

- Dress conservative
 - Maturity and judgment will be measured by your clothing
 - Dress one notch above what people would normally wear
 - Interviewer will not tell you what to wear
 - First impressions are lasting
 - The best qualified does not necessarily get the job.
 - The person who makes the best impression gets the job.
- Be nice to the secretary, parking attendant etc.
- Handshake & Eye Contact



WHERE YOU AT?!

- × Logistics
 - + Where is the interview?
 - + What time is the interview? (arrive 15 minutes early)
 - × Know how long it will take you to get there, where to park etc.
 - × Will there be traffic?
 - + Who will be doing the interviewing? What are their names?
 - + Turn off your cell phone
 - + Bring copies of your resume

DURING THE INTERVIEW

✘ Assumptions

- + You are qualified for this site
- + Interviewers want you to do well - give them reasons to want you over anyone else
- + Interviewer is looking for personality matches
 - ✘ Smile, be friendly, enthusiastic & confident

DURING THE INTERVIEW

✘ Relaxation Strategies

- + Deep breathing
- + Thinking through the interview
- + Be prepared!

✘ Non verbal Communication & Body Language

- + Be enthusiastic and confident
- + Sit up straight, lean forward
- + Do not appear overly casual in an attempt to maintain rapport
- + Maintain Eye Contact!!
- + Smile as often as possible
- + How you communicate can be more important than what you communicate
- + No Gum!

DURING THE INTERVIEW

- ✘ The 30 minute interview
 - + Three sections
 - ✘ Establishing rapport: Relax, enjoy the conversation
 - ✘ The interview begins as soon as you enter the parking lot
 - ✘ General questions
 - ✘ Tell me about yourself, How did you get into this industry?
 - ✘ Elaborate on your resume - don't assume they've memorized it
 - ✘ Not time to talk about unrelated activities!
 - ✘ Do not ramble! Take a few minutes. Have your answer prepared
 - ✘ The end:
 - ✘ Do you have any questions for us?
 - ✘ What kind of time frame do you expect you will need to complete the process? Do not ask about money or benefits!
 - ✘ Thank you notes

COMMON INTERVIEW QUESTIONS

- ✘ Tell me about yourself.
- ✘ What are your strengths and weaknesses?
- ✘ Where do you see yourself in 5 years?
- ✘ Describe your perfect job
- ✘ Do you prefer working with others or by yourself?
- ✘ How do you react to criticism?
- ✘ Do you object to working overtime?
- ✘ What is your philosophy of life?
- ✘ What are your career goals?
- ✘ If you were me, why would you hire you?
- ✘ How would you describe yourself as an employee?

DESCRIBING YOURSELF...

- × <http://www.youtube.com/watch?v=R-rVUMRBj9E>

TELL ME ABOUT YOURSELF.

- × DON'T

- + Start with “I was born on a cold winter day in December”

- × Do

- + Relate it to the job - show how you're a good fit

- × Educational background

- × Internships

- × Volunteer experience

- × Sum it up: “All these experiences have led me to realize that this is what I want to do.”

WHAT ARE YOUR STRENGTHS?

○ DON'T

- Be shy & modest
- Say things that are unrelated (I can do a keg stand)
- Be vague

○ Do

- Choose one or two things and back them up with examples
 - I am innovative. I like thinking about new ways to use technology and integrating those in my work. For example, in my current job, I noticed a lot of students were not coming to workshops. I recommended that we start a facebook page advertising workshops. After that, our attendance shot up 150%.

WHAT ARE YOUR WEAKNESSES?

× DON'T

- + Say "Nothing. I'm perfect."
- + Say you're late all the time

× Do

- + Make it constructive - show how you're working on it or trying to improve
 - × "Because I am interested in so many things, I often struggle with time management. Sometimes I take on too much. One way I am dealing with this is by buying a planner - I have learned to schedule everything out and stick to my plans. It is working well so far."

✘ <http://www.youtube.com/watch?v=oLWp03y7d08>

WHERE DO YOU SEE YOURSELF IN 5 YEARS?

× DON'T

- + Say "In your job!"

- + Say "Up and out!"

- + Say "married, with children."

× Do

- + Emphasize your loyalty and dedication

- × "I hope to be very involved in this field and serving on various committees. By that time I hope to have established a strong foundation in my career and know exactly what I want to do. I am hoping this experience will help me figure it out."

TELL ME ABOUT A TIME WHEN...

- ✘ You demonstrated leadership.
- ✘ Your actions helped resolve a conflict.
- ✘ You dealt with an unexpected situation.

- ✘ Don't
 - + Make up an experience!
 - + Ramble
- ✘ Do
 - + Be specific
 - + Use SAR!

S.A.R.

- ✘ **S: Situation**—Provide a brief summary of the situation in your example.
- ✘ **A: Action**—What actions did you take in this situation? Make sure your actions address the question!
- ✘ **R: Result**—What was the outcome? Were your actions successful? Hopefully yes!

S.A.R.

× http://www.youtube.com/watch?v=l_iGakX2-yU

TRICKY QUESTIONS

- × DON'T:
 - + Age, Ethnicity, Marital Status, Children, Religion
- × Walking on Thin Ice
 - + Do you want to sue the interviewer if they ask you an illegal question?
 - + How about informing them that their question was illegal and you refuse to answer it.
- × Goal
 - + To wiggle your way out of the question without offending the employer
 - + EX: What are your religious beliefs?
 - × Well, I know that I am not supposed to answer that question, but I will tell you that my religious beliefs encourage tolerance and I have a history of success working with individual from various religious backgrounds.

FACTORS INFLUENCING HIRING

- ✘ College Placement Council (1994)
 - + Identified 16 traits recruiters seek in job prospects
 - ✘ Ability to communicate
 - ✘ Intelligence
 - ✘ Self-confidence
 - ✘ Willingness to accept responsibility
 - ✘ Initiative
 - ✘ Leadership Abilities
 - ✘ Energy level
 - ✘ Imagination
 - ✘ Flexibility
 - ✘ Interpersonal skills
 - ✘ Ability to handle conflict/stress
 - ✘ Self knowledge
 - ✘ Competitive spirit
 - ✘ Goal and achievement level
 - ✘ Education and skill level
 - ✘ Personal direction



QUESTIONS AT THE END – YOU’RE INTERVIEWING THEM, TOO!

- ✘ Win them over. Then ...
 - + What would a typical day look like?
 - + What kind of training/orientation would I receive?
 - + Who would my supervisor be, and what is their management style?
 - + I really want experience/expose to ... would I be able to get that here?
 - + What do you like best about your job? What is the most challenging?
 - + How did you get where you are, today?

IF YOU ARE OFFERED THE POSITION

- ✘ Never accept the position immediately.
 - + Request one day to consider the offer. Sites should at least grant one day
 - + Consider your impression of the company during the interview
 - ✘ Who is your supervisor? Will you be able to work with him or her?
 - ✘ Would you be doing things that you like/have an interest in?
- ✘ Keep other sites connected
 - + Update the other sites that you've already accepted a position
 - + Let them know you've been approved for one site, but are really interested in meeting with them, first
 - + Stay on good terms with that site (you may need to contact them later)!

INTERVIEWING FOR SUCCESS

+ Example 2

INTERVIEW PREPARATION

✘ Perfect Interview

+ UCI Career Center Website-

✘ <http://www.career.uci.edu>

✘ Office Hours: M-F 8am-5pm

Drop in: M-F 11am-4pm

100 Student Services

+ A virtual “mock interview”

+ Provides feedback and tips

+ Come in for practice interview!