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
BETORE 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!
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
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](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!