



# Interview Tips

Week 2 GM 4/12/2017

Presented by Katrina Paras and Jasmine Santos



# Why are interviews important?

- ◆ Indicate that the employer has potential **“interest”** in you
- ◆ Allows you the opportunity to exchange information to determine if **“you are a good fit for each other”**

## Goals:

- ◆ Show the employer that you have the **skills, background, and ability** to complete the job
- ◆ Determine if the **position and work environment** are right for *you*
- ◆ Expand on your application or resume



# Prepare, prepare, prepare!

Evaluate yourself:

- ◆ Why do you want this position?
  - What will you get out of it? What can the company get from you?
- ◆ What skills and/or prior experience do you have that would help you in this role?
  - Review your resume





# Prepare, prepare, prepare!

Do some research:

- ◆ The organization's mission as a whole
- ◆ Specific responsibilities of the position

Having *specific, thoughtful* questions for the interviewer shows your interest and awareness






# Body Language Do's & Don'ts

## Do's

- ◆ Maintain Eye contact
- ◆ Keep Positive expression
- ◆ Good Posture
- ◆ Have a Steady voice
- ◆ Clear speech
- ◆ Give a firm handshake

## Dont's

- ◆ Fidgeting
  - ◆ Touching face/hair
  - ◆ Crossing legs/arms
  - ◆ Slouching
  - ◆ Looking down
  - ◆ Saying "filler" words such as "um," "like," or "uh"
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## BUSINESS PROFESSIONAL

## BUSINESS CASUAL

## BUSINESS PROFESSIONAL

## BUSINESS CASUAL



LIGHT BUTTON-UP SHIRT

PORTFOLIO

PRESSED SUIT

APPROPRIATE LENGTH SKIRT

POLISHED, CLOSED-TOE SHOES

NATURAL LOOKING MAKEUP



NICE BLOUSE

PRESSED SUIT



FRESH HAIRCUT

CLEAN SHAVEN

APPROPRIATE TIE

PORTFOLIO

POLISHED SHOES



BUTTON-UP SHIRT

MATCHING BELT AND SHOES

PRESSED SLACKS

# What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

**NOTE:** For Interviews, always choose Business Professional attire.

# What NOT to wear.


Have you ever made any of these non-professional fashion "fopaux"?  
Use this guide to find out what's NOT appropriate to wear in any professional setting.  
Don't be embarrassed by making any of these mistakes at your next Job Fair or interview.





# Types of Interviews

## In-Person

- One-on-One
    - interviewer and interviewee
  - Committee
    - group of interviewers and one interviewee
    - Address all, but focus on the one asking the question
  - Group
    - Balance between being an active team player and providing unique answers to stand out
  - ◇ Telephone/Videoconference
    - Dress as if meeting face-to-face
    - Find a quiet setting with a neutral background
  - ◇ MMI style
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# Types of Questions

## Credential Verification

- What was your GPA?

## Experience Verification

- What were your responsibilities in that position?

## Opinion Questions

- What are your strengths and weaknesses?

## Behavioral Questions

- Give me a time in your life when you overcame a problem and tell me how you did it.

## Oddball Questions

- What kind of kitchen appliance would you be and why?
- Teach us something new



# The Big Day!

- ◆ Be well rested, positive, and confident
- ◆ Bring documents (extra resumes, portfolio, etc.)
- ◆ Arrive early (~10-20 minutes before)
- ◆ Be courteous to EVERYONE you interact with
- ◆ Listen carefully, and think before speaking
- ◆ Thank your interviewer(s) for their time





# Follow Up

## Types:

- ◆ Hard copy
- ◆ Handwritten
- ◆ Email

10 Summer Lane  
Birmingham, AL 35215  
June 23, 2003

Mr. Eric Padget, Director  
Josie's Day Care & Kindergarten  
258 Center Street North  
Birmingham, AL 35204

Dear Mr. Padget:

Thank you for taking time yesterday to interview me for the childcare assistant's position that will become available in August.

After talking with you, I am very excited about the possibility of joining your company. I am confident I could do a good job for you.

I look forward to hearing your decision and hope it will be a favorable one.

Sincerely,

Sekenya Hardy

Send a thank you note **within 48 hours** after an interview even if the interview was not productive and/ or you are no longer interested in the position



# Most Common Questions

## Most common questions asked in a graduate school interview:

1. Tell me about yourself
2. What are your career goals?
3. Why did you choose to apply to our program?
4. Describe your greatest accomplishment.
5. Any questions?

## Most common questions asked in a job interview:

1. Tell me about yourself.
2. Why are you interested in this position?
3. What experience do you have in managing various responsibilities?
4. Tell me about your weaknesses.
5. Any questions?



# Speaking Tips

Instead of saying: “um”, “uh” or “like”, take a deep breath before speaking. This will give you a little bit of time to collect your thoughts

If you tend to ramble, speak slower than you might normally.

- More time to think about what to say
- Easier to understand

◇ Try to end on a solid note.

- Try not to end with “And uh, yeah, that’s it.”
- Think of an appropriate impactful last sentence
  - “For these reasons, I believe I am qualified and suitable for the position...”
- Always thank your interviewer for their time

◇ More is not necessarily better

- You don’t want to find yourself rambling too much or going off on a tangent
  - If there is a time limit to your answer (i.e. 1 min.) **STICK TO IT**
- Hit the biggest points: quality over quantity





Practice!



# Scenario #1

You are interviewing for your dream job.

Questions:

1. Tell me about a situation in which you showed initiative.
2. Describe yourself in one word and why you chose it.
3. What skills do you have that make you capable for this position?



## Scenario #2

You have been offered an interview at your top-choice graduate/medical school!

Questions:

1. Why do you want a graduate degree in \_\_\_\_\_?
2. What sets you apart from other applicants?
3. What is your definition of success?







## Scenario #3

You are interviewing for a Scholarship/Fellowship.

1. Tell me a current event that you are passionate about and why?
2. If you were given \$10,000 and had one day to use it all, how would you spend the money?
3. What is your biggest regret?





# Thank you! Questions?

The essential parts & pieces to impressing your future employer.

## Know the Employer

- Research the company thoroughly.
- Know their market, products, and goals.
- Memorize useful facts.
- Understand how they see themselves.

## The Job Description

If a job description is available for the position you are interviewing for, think about how your experience and skills fit with each line. Consider examples and evidence to support your ability to excel at this job.

## Look Sharp, Be Sharp

- Suit up! - A professional appearance is very important.
- Avoid wearing perfume, aftershave, or scented lotion. Don't let scents distract from what you have to say (Do remember your deodorant).
- Go to bed early the night before the interview. Showing up groggy leaves a bad impression.
- Arrive at least 15-20 minutes before your scheduled interview time.



## Your Resume

- Type your resume (never handwrite it).
- Check to make sure your spelling and grammar are free of errors.
- Tailor your resume to the needs of the organization to which you are applying.
- Keep it concise and to the point. It's a resume, not a biography.

## Practice Perfection

- Consider the most often asked interview questions. Be prepared to answer them.
- Give concise, complete answers.
- Maintain eye contact.
- Don't speak too slow or too fast. Think about how you will answer questions about salary expectations.

## Before you Walk

- Prepare 3 thought-provoking questions.
- Ask questions that reflect interest in the company's future.
- Ask questions that project enthusiasm.
- Avoid asking anything that could be answered with a simple internet search.

Apply what you have learned today at your next interview!

Want more practice?

The Career Center offers Mock Interviews!





# Additional Tips

- ◇ Be well-rested
- ◇ Be professional
- ◇ Know your application/CV/Resume
  - If you need help on these ask upperclassmen, friends, mentors, the Career Center
- ◇ Answer the questions concisely
- ◇ Ask questions to show your genuine interest in the company/organization/school
- ◇ Be confident!
- ◇ And most importantly, be yourself!





Staff Applications are out!

Email the application to:

[apply.pch.ucla@gmail.com](mailto:apply.pch.ucla@gmail.com)

by Friday, April 14th at 11:59PM for priority deadline!!

Final Deadline is Sunday, April 16th at 11:59PM!



Best of luck :)



# Citations

1. [http://www.wa.gov/esd/guides/jobsearch/strategy/interview\\_effective.htm](http://www.wa.gov/esd/guides/jobsearch/strategy/interview_effective.htm)
2. <http://www.digitfreak.com/tutorial/2434-a-distinctive-guide-on-how-to-prepare-for-an-interview>
3. <http://www.docstoc.com/docs/62234290/Follow-Up-Sample-Letters-After-Interview>
4. <http://designyoutrust.com/wp-content/uploads/2012/05/Untitled.jpg>





# Announcements

## Week 2

- ◆ Mentorship Dinner Social Tonight @ Chipotle after GM
- ◆ Senior Smiles Site Belmont Village Thursday 10 AM - 12 PM
- ◆ Preventive Health Site Carson Sunday 8:30 AM - 3:00 PM

## Week 3

- ◆ Medical Mission Volunteer Orientation
  - Rolfe 3105 6-7 PM

