Did You Know?

6 Months after Graduation
73% Employed
16% Post-Graduate Program
10% Seeking Employment
1% Not Seeking Employment

*These statistics were collected from the class of 2016 in a survey that was given six months after graduation.

#HireHighlanders #UCRCareerReady

(951) 827-3631 • CAREERS.UCR.EDU
Did You Know?

510 STUDENTS were selected for on-campus interviews

#HireHighlanders  #UCRCareerReady
Did You Know?

Majors Recruited Through On-Campus Recruiting

- College of Humanities, Arts, and Social Sciences: 6%
- College of Natural and Agricultural Sciences: 9%
- School of Business: 26%
- Marlan and Rosemary Bourns College of Engineering: 21%
- All Majors: 38%

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Did You Know?

Interviewers can make a decision on whether to hire a candidate within 90 seconds of meeting them.

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BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

- They’re asking you to shop for them.
- You have to send them money.
- The job sounds too good to be true.
- The job they offer isn’t the one you applied for.
- They won’t meet you in person.
- You can’t verify their information.
- They’re asking for personal information.
- You’ll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.

UCR Career Center
CAREERS.UCR.EDU • (951) 827-3631
#UCRCareerReady
Create a Handshake Account

1. Log into [go.ucr.edu/ucrhandshake](go.ucr.edu/ucrhandshake) with your UCR username and password.

2. Complete your UCR Handshake profile by adding your resume, photos, skills and more. Make your profile public to employers.

3. Click “Jobs” in the menu bar and start applying. Save searches and sign up for notifications about future opportunities that match your interests!
Ace the Interview
Agenda

Prepare for the Interview

Practice Commonly Asked Questions During the Interview

After the Interview

What story do you want to tell?
What is an interview for?

1. Market yourself
2. Find out more about the organization
3. Determine good fit for you and the employer
It begins far before you actually interview!

Once you are invited...

- Smile
- Check Schedule
- Respond Promptly
- Be Courteous
Types of Interviews
Phone/Virtual

Clarify the Details

Find a Quiet Space

Do Your Research

Focus on Verbal Communication
Prepare for Standard Interview Questions
Connect With All Interviewers
Prepare Follow Up Questions
3

Meal

Follow the Interviewer’s Lead

Maintain Conversation

Follow Etiquette Rules

Less Formal Environment
4
Group

Focus on Interactivity & Inclusivity

Speak with Purpose

Listening is Key
Interview Logistics
In person Interview

Verify the time and location

Ask for clarification: (if needed)

- Will this be a panel or individual interview?
- Who will I be meeting with during the interview?
- Should I prepare any materials or a presentation for this interview?
Virtual Interview

Find a space without interruption and a good internet connection

Dress the part!

Ask for clarification: (if needed)

• What is the web conferencing system that will be used?
• What time zone will this interview take place in?
• Should I prepare any materials or a presentation for this interview?
DRESS FOR SUCCESS

• Dark or muted colors are more professional
• Closed-toe shoes, dark socks if appropriate
• Avoid heavy perfume or cologne
• Clean hands, nails, and brushed teeth
• Grooming (hair and facial hair)
• Visit R'Professional Career Closet
• Have you checked your virtual presence lately?

First impressions: It takes about 90 seconds for your interviewer to make an overall assessment of you.
Do your Research

Review the position description
(Be prepared to explain how your experience and skills fit!)

Research the company
- Company Website
- Employee LinkedIn Profiles
- Career Insider, Glassdoor.com
- CNN money, Google Finance, Business Week

Prepare 3-5 questions for your interviewer
STYLES OF QUESTIONS

- **Tell me how your background prepares you to do the job?**  
  *Straightforward*

- **Could you tell me about a time when you worked on a group project?**  
  *Behavioral Based*

- **How would you respond to a dissatisfied customer?**  
  *Situational*

- **What new feature would you add to MS Word if you were hired?**  
  *Technical*

*Reflect on past actions and provide real examples for your answer*
BEHAVIORAL QUESTIONS

Be A STAR

<table>
<thead>
<tr>
<th>Situation or Task</th>
<th>Describe a specific event or situation. Give enough detail for the interviewer to understand. Draw from campus, work, or community experiences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Describe the action you took. If you are describing a group project, focus on your role.</td>
</tr>
<tr>
<td>Results</td>
<td>What did you accomplish? What did you learn?</td>
</tr>
</tbody>
</table>

Past actions are more indicative of future success than hypothetical situations

Prepare 3-5 STAR examples
## Add to Your Tool Box

NACE Job Outlook 2018: Top 10 qualities/skills

<table>
<thead>
<tr>
<th>1. Problem Solving</th>
<th>6. Analytical/Quantitative Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Ability to work in a team</td>
<td>7. Communication Skills (Verbal)</td>
</tr>
<tr>
<td>3. Communication Skills (Written)</td>
<td>8. Initiative</td>
</tr>
<tr>
<td>4. Leadership</td>
<td>9. Detail Oriented</td>
</tr>
<tr>
<td>5. Strong Work Ethic</td>
<td>10. Flexibility/Adaptability</td>
</tr>
</tbody>
</table>
Let's Practice

S | T | A | R
1. Divide into Groups of 3
2. Person 1 will be the interviewer and ask questions
3. Person 2 will be the interviewee
4. Person 3 will be the observer & give feedback
5. Then switch, so each person takes on each role
Interview Question 1:
- Tell me a time when you dealt with a challenging person.

Interview Question 2:
- Describe a time when you worked with a group to achieve a goal.

Interview Question 3:
- Walk me through a time when you made a mistake. What would you have done differently?
Q & A…No. 1

“Tell us a little bit about yourself and why this position interests you?”

- 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.
Q & A... 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...”
“What is your greatest weakness?”

Approach:
Identify a weakness that does not contradict a core competency needed for the job. Then, explain at least 2 specific ways you have overcome/managed the weakness and provide evidence of effectiveness.

The wrong approach:
• Don’t state a “strength” and spin it to sound like a weakness (interviewers get annoyed with this old strategy)

• Don’t NOT have a weakness (because you do!)
## WHAT EMPLOYERS LOOK FOR

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appearance</td>
<td>Untidy</td>
<td>Somewhat untidy</td>
<td>Neat appearance</td>
<td>Very neat</td>
</tr>
<tr>
<td>Greeting</td>
<td>Unfriendly, not courteous</td>
<td>Used typical behavior</td>
<td>Acceptable behavior</td>
<td>Friendly, professional behavior</td>
</tr>
<tr>
<td>Communication</td>
<td>Presentation shows lack of interest</td>
<td>Showed some interest, speaking is unclear</td>
<td>Show interest throughout interview, speaking clearly</td>
<td>Very attentive, speaking clearly, professional tone, enthusiasm</td>
</tr>
<tr>
<td>Body Language</td>
<td>Fidgeted, constant movement; hands &amp; feet, no eye contact</td>
<td>Fidgeted, eye contact is made intermittently</td>
<td>Occasional shifting, occasional loss of eye contact</td>
<td>No fidgeting, eye contact made, sitting straight in chair</td>
</tr>
<tr>
<td>Response to Questions</td>
<td>Inappropriate answers to questions</td>
<td>Gives inaccurate answers</td>
<td>Answers are acceptable &amp; accurate</td>
<td>Thorough answers to questions</td>
</tr>
<tr>
<td>Asked Questions</td>
<td>No questions asked</td>
<td>Asked questions that were not related to the job</td>
<td>Asked questions related to the desired position</td>
<td>Evidence showed that the applicant had researched the company</td>
</tr>
</tbody>
</table>
Arriving at the Interview

ARRIVE EARLY! (10-15 minutes)

- 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

- Firm handshake
- Sit, taking cue from interviewer
- Be mindful of time
- 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
CLOSING THE INTERVIEW

- Your time to ask questions
- 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
WHEN AN OFFER HAS BEEN MADE

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

• Remain positive

• Don’t burn any bridges!

• Respond promptly and courteously – don’t ghost the employer!
SALARY NEGOTIATION

Should I negotiate?

Am I completely entry-level?

Is the job in a field that doesn't allow for negotiation?

Is the offer reasonable?

How do I negotiate salary?

• Maintain professionalism and non-confrontational throughout the interactions

• Present an appropriate salary range for the position based on industry and your unique qualifications

• Consider cost of living and gross vs. net pay

• For more information, attend the What's My Worth? Salary Negotiation workshop
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!
ANY QUESTIONS???

- Students are encouraged to participate!
- Employers interview UCR talent on campus
- Chance to interview for multiple internship and full-time positions
Come Visit Us
We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Skye Hall, behind the UCR Campus Store.

Hours:
Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm