

# 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.*

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# Did You Know?



**510 STUDENTS**  
were selected for  
on-campus  
interviews

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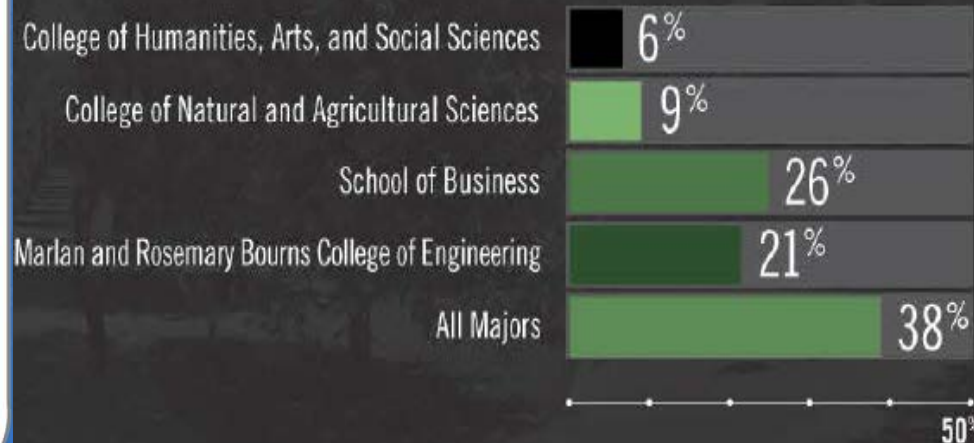
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# Did You Know?



## Majors Recruited Through On-Campus Recruiting



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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](https://careers.ucr.edu) or contact a career counselor today.



# UCRCareerCenter

# UCRCareerReady



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## Create a Handshake Account

1. Log into [go.ucr.edu/ucrhandshake](https://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!



**Connect.  
Inspire.  
Empower.**

# Ace the Interview



# Agenda

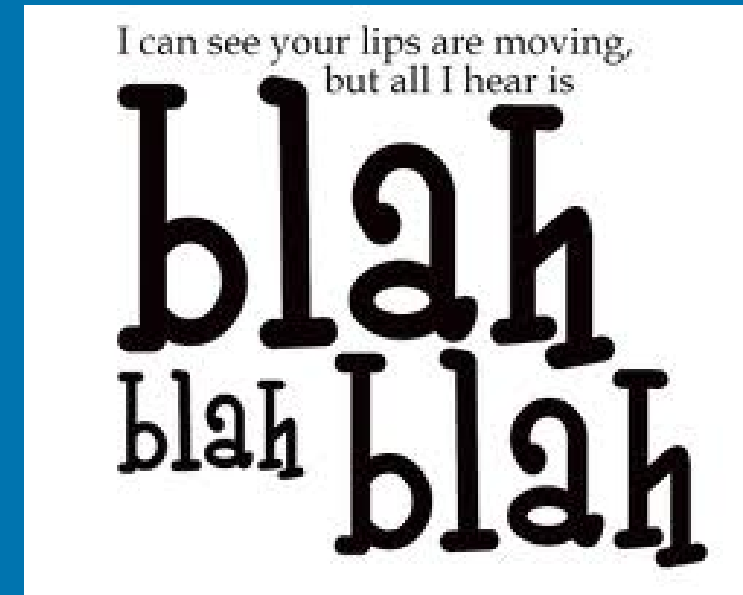
**Prepare for the Interview**

**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



# The first impression!

It begins far before you actually interview!



Career Fair/Network



Email



Job Description




Phone Call

Once you are invited...



- ✓ Smile
- ✓ Check Schedule
- ✓ Respond Promptly
- ✓ Be Courteous



# Types of Interviews



# 1

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**

**2**

Traditional





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**



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

**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

1. Problem Solving	6. Analytical/Quantitative Skills
2. Ability to work in a team	7. Communication Skills (Verbal)
3. Communication Skills (Written)	8. Initiative
4. Leadership	9. Detail Oriented
5. Strong Work Ethic	10. Flexibility/Adaptability



# Let's Practice

S | T | A | R

## 5 minute-practice

**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

# Practice Questions

## 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...”**

## Q & A...No. 3

### "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

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





# 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

The screenshot displays the Handshake 'On-Campus Interviews' page. The top navigation bar includes 'handshake', a search bar, and tabs for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Kristen'. The 'On-Campus Interviews' tab is active. Below the navigation bar, there are sections for 'My Favorite Interviews' (0), 'Saved Searches' (+), and a list of interview opportunities. Each opportunity includes a company logo, name, interview dates, and an apply deadline. The list includes:

- Microsoft - UC Riverside 10.1-10.2**: Interview Dates: Oct 8, Oct 9; Apply Deadline: Oct 4, 2018; Category: Internet & Software.
- DHL Supply Chain - Fall OCI's**: Interview Dates: Oct 12; Apply Deadline: Oct 8, 2018; Category: Transportation & Logistics.
- XPO Logistics - XPO On-Campus Interviews**: Interview Dates: Oct 18; Apply Deadline: Oct 14, 2018; Category: Transportation & Logistics.
- Squar Milner - Fall Full-time Interviews**: Interview Dates: Oct 22; Apply Deadline: Oct 16, 2018; Category: Accounting.
- PepsiCo**: Interview Dates: Oct 22; Apply Deadline: Oct 16, 2018; Category: Food & Beverage.

On the left side of the page, there is a 'Filters' section with a 'CLEAR' button and various filter options: Keyword, Industry, Employer, Job, Interview Type, Label, Not Labels, Timeline Status, Date (From... To...), and Categories.

# Connect. Inspire. Empower.

**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**



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