

UCDAVIS
INTERNSHIP AND
CAREER CENTER

Ace the Interview



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PRIOR TO THE INTERVIEW

Research the company/organization

- Company website
- Business Journals
- LinkedIn 
- Glassdoor 
[glassdoor.com](https://www.glassdoor.com)

Review the job description

- **Highlight** key words
- Review skills and qualifications
- Write down *specific & related* examples from your background

PROFESSIONAL ATTIRE



PROFESSIONAL READINESS

- Professional email address & phone message
- Portfolio or folder and professional looking pen
 - Carry copies of your resume, reference page, questions you want to ask, notes, etc.
- Confirm location, time, who you're meeting and expected interview length
- Arrive at location 20-30 minutes early
- Go into interview area **10-15 minutes** before interview is scheduled to begin



Practice

Rehearse Most Common Questions:

- Career Resource Manual
- Career Advisor, friend, colleague
- **Interview Practice Studio tomorrow!**

CRM list of questions available here:
icc.ucdavis.edu/students/CRM.htm

TYPES OF INTERVIEWS

- Telephone (possible screening)
- Panel
- Over a Meal
- One-on-one
- Group
- Serial

Style of Interview: Formal or Informal

STARTING THE INTERVIEW

Good manners matter

- Firm handshake
- Pleasant to everyone you meet (security, receptionist, etc.)
- Turn cell phone off!



First impressions are important

- Studies have shown:
 - Interviewer makes up their mind whether or not they want to hire someone in the first **5 minutes** of the interview and spend the remainder of the time justifying decision

QUALITIES INTERVIEWERS LOOK FOR

- Appearance
- Good eye contact
- Confidence
 - Speak up, don't mumble
- Enthusiasm
 - Smile
- Ambition
 - Goals: where do you want to be in 5 years?



DURING THE INTERVIEW

Tell me about yourself

- Majority of the time, this is the most frequently asked by employers.
- “Elevator Speech”
- Keep to 1-2 minutes, cover educational background, work experience, appropriate interests; *connect to job requirements*

TELL ME ABOUT YOURSELF

FORMULA: Present, Past, and Future

Present: Currently, I am a 4th year student at the University of California, Davis working towards my Bachelor of Science in Managerial Economics. In addition to my academics, I serve as a Co-Director of Finances with the Economics and Business Student Association where I lead in the development of tracking and fundraising of \$5,000 for our organization.

Past: Before taking on a leadership role, I volunteered with the Boys and Girls club to support kids in the afterschool program on leadership, fitness, and homework where I developed my critical thinking and interpersonal skills.

Future: And while I liked the work that I have done in the past, I deeply enjoyed the development of financial budget for organizations, which is why I am very excited about the opportunity to review and implement new budget strategies.

DURING THE INTERVIEW

Common interview questions

- What do you know about our company?
- What are your strengths and weaknesses?
- Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
- Tell me about a time you worked successfully with a team.
- What are your salary expectations?
- Give an example of a goal you reached and tell me how you achieved it.
- Where do you see yourself five years from now?
- Why do you want to work here?
- What motivates you?
- Why should I hire you?
- Is there anything that you would like to ask me?

BEHAVIORAL QUESTIONS

- Tell me about a time when. . .
- Describe a situation in which. . .

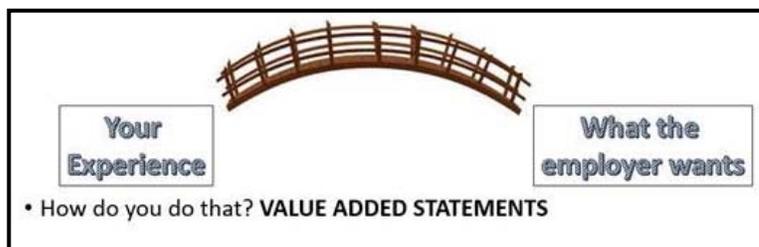
Use the **S-A-R** method to answer behavioral questions

- **Situation** (or problem) – think of a situation in which you were involved that had a positive outcome or results
- **Action** - Specify the actions you took to complete the tasks and achieve your results
- **Result** – Discuss the results based on your actions

SITUATION, ACTION, RESULT

- Develop several SAR stories that you can explain with ease
 - Delivery should be natural and conversational, not memorized or rehearsed
- Use your list of concrete examples that you created based on the job description to create SAR stories
 - Ensures that you give examples that relate to the job
- SARs prove that you *can do what you say*
- Several qualities/skills will be communicated in the telling of the “story”

VALUE ADDED STATEMENTS



- **Value Added Statements:** Explain how your experiences align with the job
- Never assume that an employer will see the connection between the work described and the job; make the connection for them

PREPARATION CHART

Job Requirement/ Employer Need	Example of My Qualification

- Remember to **explain** how your experiences align with the job
- This will allow you to make the connection for employers

REMEMBER...

- Listen carefully before answering
- Keep answers brief
 - If not certain you've answered fully, **ask for clarification (use this sparingly)**
- If you don't know the answer to a question:
 - Try to give examples how you resolved similar issues in the past.
 - How you **would** find a solution.
 - Let them know you would like to give it more thought.



“DO YOU HAVE ANY QUESTIONS?”

Prepare a list of questions to ask the interviewer:

- What are the major challenges of the position?
- What is the company culture like?
- What is the career path for this position?
- What is your timeline for making a decision?

Some of your questions may be addressed during the course of the interview, so pay attention!

AFTER THE INTERVIEW

At end of interview:

- Always ask what the next steps are
- Ask for business cards of interviewers

After interview:

- Immediately write down everything you can remember, i.e. challenges, priorities, stories
- **Send a thank you letter**
 - Email is okay
 - Proof carefully
 - Write in a professional tone

AFTER THE INTERVIEW

Follow-through:

- Follow up within 7 to 10 days to express your continued interest in the position and/or ask if a hiring decision has been made
- Keep a positive outlook
 - The more interviews you go on, the better your interviewing skills will become!

QUESTIONS?

- Next workshop:
Interview in Action!
- Check out:
Interview Practice Studio
Tomorrow, Wednesday, June 19
1:30-2:30 pm
South Hall, room 114

THANK YOU!

UC Davis Internship and Career Center

Summer:

Advising available by appointment

South Hall 2nd floor

Appointments with Advisors available:

Visit <https://ucdavis.joinhandshake.com/login>

PowerPoint: <http://icc.ucdavis.edu/hire-me-academy.htm>