**HIRE ME! ACADEMY OVERVIEW:**

Two-day intensive series geared toward supporting Aggies in becoming job search pros

Aggies are welcome to attend all Hire Me! Academy workshops/events/sessions, or simply pick and choose

All workshops/sessions in Zoom

RSVP in Handshake to reserve a spot & receive Zoom meeting details

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**TODAY, JUNE 17**

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ACE THE INTERVIEW
HOUSEKEEPING

Turn off video & mute audio

Check in! Ensure your name is displayed with your first & last name

Utilize chat feature to ask questions/leave comments

Complete workshop survey

Workshop slides will be uploaded to http://icc.ucdavis.edu/hire-me-academy.htm
WORKSHOP OVERVIEW

BEFORE THE INTERVIEW
- TYPES OF INTERVIEWs
- INTERVIEW PREP

DURING THE INTERVIEW

POST-INTERVIEW FOLLOW UP
TYPES OF INTERVIEWS

What types of interviews are there?

- Telephone/Video/Other technology (possible screening)
- One-on-one
- Group
- Panel
- Over a meal
- Serial

Style of interview: formal or informal
INTERVIEW PREP

What are some ways you might prepare for an interview?

- Research company
- Review job posting
- Dress for success
- Exercise professional readiness
- Practice, practice, practice!
- Prep your tech & physical environment (for video interviews)
INTERVIEW PREP: RESEARCH COMPANY

Utilize online resources:
- Company website
- Glassdoor.com
- LinkedIn

Connect with your people in your network who may work at the company
INTERVIEW PREP: REVIEW JOB POSTING

- Highlight keywords
- Review all sections, not just the “Qualifications” section
- Write down specific & related examples from your background

Create chart to brainstorm, prepare & organize examples of your qualifications/skills as it relates to the job posting.
INTERVIEW PREP:
DRESS FOR SUCCESS

Keep in mind the formality of the company culture and dress one notch up above the norm.

Generally, clothes should be solid:
- Solid, dark or neutral colors
- Wrinkle-free + lint-free

Avoid:
- Wearing cologne, sleeveless tops, open-toe shoes, tight-fitting outfits, excess jewelry
- Visible tattoos – cover them if possible

Bring essentials only
- Personal items & cell phone; padfolio with copies or resume & reference list; professional bag or simple purse
INTERVIEW PREP:
PROFESSIONAL READINESS

PROFESSIONAL EMAIL ADDRESS & PHONE MESSAGE

CONFIRM INTERVIEW DETAILS—location, time, duration, who you are meeting with

ARRIVE EARLY
- 20-30 minutes early to general location
- 10-15 minutes early to reception area

UCDAVIS
INTERNSHIP AND CAREER CENTER
INTERVIEW PREP: PRACTICE

Practice answering common interview questions!

- Refer to the ICC’s Career Resource Manual: https://icc.ucdavis.edu/services/crm
- Practice with ICC Career advisor, friend, family, colleague
VIDEO INTERVIEW PREP

Get familiar with, prep, and test your tech

- Consider the software and device you will be using
- Prepare your physical environment
  Consider background, lighting, background noise

For more tips, check out the ICC’s “Ace The Video Interview” video at https://icc.ucdavis.edu/services/virtual-videos
DURING THE INTERVIEW…

Make a positive first impression!

STUDIES HAVE SHOWN: Interviewers make up their mind whether or not they want to hire someone in the first 5 minutes of the interview and spend the reminder of the time justifying decision.
DURING THE INTERVIEW

FIRST IMPRESSIONS MATTER!

- Firm handshake
- Friendly smile
- Good eye contact
- Turn off or silence phone/device
COMMON INTERVIEW QUESTIONS

- Tell me about yourself.
- Why do you want this position?
- What is your greatest strength/weakness?
- Behavioral interview questions
- Do you have any questions for us?

Anticipate interview questions that may be asked based on the job posting.
COMMON INTERVIEW QUESTIONS:
TELL ME ABOUT YOURSELF

- Most frequently asked by employers
- “Elevator pitch”
- Keep response to 1-2 minutes
  - Cover educational background, relevant experiences and interests
- Wrap up with how your past experience has positioned you well for this specific role
COMMON INTERVIEW QUESTIONS: TELL ME ABOUT YOURSELF

**FORMULA:** PRESENT, PAST, 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 budgets for organizations, which is why I am very excited about the opportunity to review and implement new budget strategies in this position.
COMMON INTERVIEW QUESTIONS:
WHY DO YOU WANT THIS POSITION?

- **Communicate fit** between:
  - Your skills & qualifications for the role
  - The position & your future goals
  - Organization’s mission & your personal values

- **Don’t** only focus on how the job would benefit you
COMMON INTERVIEW QUESTIONS:
WHAT IS YOUR GREATEST WEAKNESS?

Rephrase “weakness” as “area of improvement”
- Illustrate how you’ve already taken steps to improve in this area
- Communicate how you do not anticipate your weakness being an issue in the role

DO NOT:
- Select a weakness that falls into one of the core skills/requirements for the job
- Cite a faux weakness (i.e., weakness that can be turned into strength)
COMMON INTERVIEW QUESTIONS:

BEHAVIORAL INTERVIEW 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 positive results of your actions
BEHAVIORAL INTERVIEW QUESTIONS:
PREPARE S-A-R STORIES

- Develop S.A.R 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 posting to create S.A.R stories
  - Ensure that you give examples most related to position

- These stories prove you can do what you say
  - Several qualities 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.
COMMON INTERVIEW QUESTIONS:

DO YOU HAVE ANY QUESTIONS?

- Prepare a list of questions to ask the interviewer
  - Some of your questions may be addressed during the course of the interview, so pay attention!

- **DO NOT** ask questions about salary & benefits until after an offer has been made

What are some questions you might ask?

Refer to page 47 of the ICC Career Resource Manual for examples of questions
INTERVIEW TIPS

Listen carefully before answering

Keep answers brief
If not certain you have answered a question fully, ask for clarification (use this sparingly)

If you don’t know the answer to a question, ask if they can come back to it
Let them know that you would like to give it more thought
AFTER THE INTERVIEW...

**Immediate post-interview steps:**

**At end of interview:**
- Confirm next steps in process with interviewer/interview committee
- Offer your references list
- Ask for business cards of interviewers

**Upon leaving the interview:**
- Write down everything you can remember (e.g., issues, challenges, priorities)
  - Incorporate these specifics into your thank-you letter
AFTER THE INTERVIEW…

Send a thank you
- Send within 24 hours after your interview
- Write in a professional tone
- Proofread carefully
- Avoid generic messages
  - Incorporate specifics from the interview
AFTER THE INTERVIEW…

**Follow up**
- 1 week after the date they stated they would have a decision ready; 1-2 weeks after interview if no timeline provided
- Via email or phone to:
  - Express your continued interest in position
  - Check if there is anything else they may need from you
  - Ask if a hiring decision has been made
AFTER THE INTERVIEW…

KEEP A POSITIVE OUTLOOK!
You may experience rejection. This is part of the process.

Know that:
- It is appropriate to ask for feedback; apply lessons learned to your next interview(s).
- The more interviews you go on, the better your interviewing skills will become!
ANY QUESTIONS?

Workshop Survey
Tell us how we did at
https://ucdavis.co1.qualtrics.com/jfe/form/SV_1TGTIWurlcnNYN

For this PowerPoint
Visit: http://icc.ucdavis.edu/hire-me-academy.htm

Stay Connected
UC Davis Internship and Career Center

Appointments with Career Advisors available:
Visit https://ucdavis.joinhandshake.com/login
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See you at the next one!

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