The Interview

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Purpose of the Interview

An opportunity for both the hiring organization and the candidate to exchange information to determine whether a good fit exists between them.
Pre-Interview: Research!

Organization and Position

• Products, services, clients, competitors, culture, etc.
• Google current events
• Understand the position you are pursuing – duties, requirements, department, etc.

How You Fit with Them

• Education, experience, knowledge, skills, attributes, etc.
• Your career purpose, plans and goals
• Your interest and unique fit for their organization specifically

Details and Logistics of the Interview

• Time, place, format, etc.
Pre-Interview: Prep & Practice!

• **Resources:**
  - Career Guide
  - Books on successful interviewing

• **Mock Interviews:**
  - Friends, Family, Video, Etc.
Prepare! Prepare! Prepare!

• Know yourself (skills/qualifications)
• Research the organization/industry
• Prepare questions for interviewer
• Documents: resume, references
• Logistics (time, date, location...)
• Check attire/appearance
Practice! Practice! Practice!

• Write out answers
• Practice out loud
• Tape record yourself
• Practice with friends
• Utilize CARR technique
The “CARR” Technique

Use this method to frame your response in an organized manner

• **C**ontext (Situation/Task)
• **A**ction
• **R**esult (what you learned)
• **R**elate
Interview Day

• Be rested
• Dress appropriately (business formal, unless instructed otherwise by employer)
• Bring extra copies of your resume - on bond paper - ideally in a portfolio or other professional-looking carrying file
• Arrive 10 minutes early – do not be late!
• Be polite to everyone
• Introduce yourself – good handshake, eye contact, and smile
• Relax and be confident
Attire – Dress to Impress!!
Attire – Dress to Impress!!

**FEMALES**
- Business suit with blouse
- Business pantsuit with blouse
- Skirt or dress slacks with blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

**MALES**
- Business suit with collar dress shirt and necktie
- Sport coat, dress slacks, collar shirt, and necktie
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks
The Interview

• Listen to the employer and make sure you understand his/her questions.
• Practice active listening skills (acknowledge, pay attention, make eye contact).
• Don’t be afraid of silence.
• Don’t be defensive when asked tough questions.
• Do **NOT** say anything bad about other employers/companies
Post-Interview

• Ask the employer what the next steps are in the interview process
• Request business card(s) – for thank you note(s)
• Shake hands with everyone and convey your appreciation
• **Send a thank you email or card within 24 hours!**
• Evaluate the interview
Follow Up!!!

• If it is after the time when the interviewer indicated he/she would follow up:

  ➢ Call or email to inquire as to status of job.
  ➢ Restate your interest in the position.
WHAT NOT TO DO....

• [https://www.youtube.com/watch?v=XYG6tAMWFlo](https://www.youtube.com/watch?v=XYG6tAMWFlo)
QUESTIONS?