



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!!!

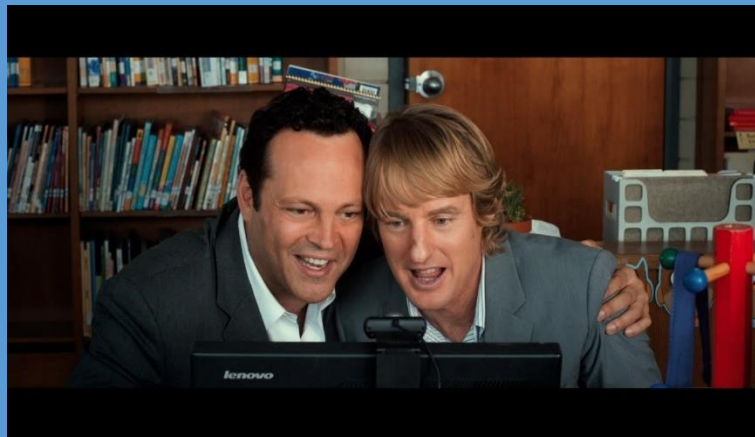
- If it is after the time when the interviewer indicated he/she would follow up:
 - Call or email to inquire as to status of job.
 - Restate your interest in the position.





WHAT NOT TO DO....

- <https://www.youtube.com/watch?v=XYG6tAMWFlo>





QUESTIONS?

