



PPA WINTER 2018 : February Handout ***SUCCESSFUL INTERVIEWING***

The interview is the single most significant section of an employer's selection process. But there's no need to get butterflies or sweaty palms if you're prepared to effectively package and present your passion and fit for the position. Always keep a positive attitude to get the best result. The pointers in this handout will assist you plan, prepare, and practice for a successful interview.

INTERVIEW FORMATS

Phone Interview Tips:

1. **Be ready** at least five minutes prior to the time the employer is scheduled to call you.
2. **Prevent interruptions.** Silence phones and find a quiet place to conduct the interview. If you share a living space, post a "Do Not Disturb" sign.
3. **Use a landline**, if possible, for better call quality and reduced risk of dropped calls. If using a mobile phone, make sure your ringer is audible and that you have adequate signal strength and battery life.
4. **Use your notes.** This is one main benefit to phone interviews. Be prepared to take notes as well.
5. **Smile.** Even though they can't see you, smiling during the interview will convey enthusiasm.

Video Interview Tips:

In addition to the Phone Interview Tips:

1. **Test your equipment** (webcam, speakers, and microphone) ahead of time to prevent technical glitches from occurring during the interview.
2. **Position your camera** so that your background is clean, professional and free of distractions. A neutral wall is recommended with the light source in front of (not behind) you.
3. **If available, the Career Center** will allow you to utilize a small room for your virtual interview. Please visit the Career Center the morning of your interview to check for availability.

One-on-One: One interviewer.

Panel: Consist of two or more interviewers. Be sure to make eye contact with each panelist as you answer each question.

Group: You are interviewed with a group of other candidates. Often used to evaluate your teamwork skills and how you operate in a group setting.

9 STEPS TO ACING THE INTERVIEW

BEFORE THE INTERVIEW

Step 1: Do Your Research

Candidates who know the employer's business and the requirements of the position are most likely to make it to the next round of interviews. Research will help you prepare appropriate points to emphasize and questions to ask. It will also give you a head start in responding to such interview questions as "What do you know about our company?" and "Why are you interested in working for this company?"

Step 2: Showcase Yourself

Be prepared to introduce yourself and give an overview of your relevant past experiences in about three minutes. Review the resume and cover letter you submitted and prepare yourself to elaborate on all experiences and skills you indicated.

Step 3: Practice

After you have brainstormed talking points in Step 1 & 2, practice your answers to common questions aloud. Sometimes our thoughts don't come across as we intended when we speak out loud.

Step 4: Prepare Questions for Them

A typical interview concludes with an opportunity for you to ask questions of the interviewer(s). Be prepared with thoughtful questions in order to demonstrate your preparedness and interest.

Step 5: Dress for Success

Business professional attire is generally expected at all interviews unless the employer indicates that business casual attire is acceptable (please see below for photos demonstrating each). Make sure to select, clean, and press your outfit ahead of time.

Step 6: Manage Your Time

Prepare in advance so you can relax the night prior to the interview and get plenty of sleep.

Step 7: Communicate Effectively

These communication tips will help ensure that you are demonstrating politeness, confidence in yourself, and enthusiasm for the position:

- Follow the interviewer's lead.
- Have positive energy—smile.
- Have a firm handshake.

AFTER THE INTERVIEW

Step 8: Evaluate the Interview

Take time to react on the interview. Write down any interview questions you can remember, notes of what you learned, key facts, and the interviewers' names. You will be able to use these items to help prepare you if you get a second interview and for writing the thank you notes.

Step 9: Send Thank You Letter

Always send a thank you letter or email to each person on the interview committee within 24 hours of an interview. It is a professional courtesy that demonstrates your enthusiasm and appreciation for the opportunity to interview. A thoughtful letter may be the difference between getting the job or not.

[Source: UCLA Career Center]

*****See you next Thursday in Ackerman 2408 from 5:00 pm to 6:00 pm*****

*Best wishes,
PPA Team Member*

