

A man in a dark pinstriped suit and tie is seated at a table, looking towards a woman. The woman, wearing a light green sleeveless top, is also seated at the table and looking down at a large document or portfolio she is holding. They appear to be in a professional meeting or interview. The background is slightly blurred, showing an office environment with a door and some wall panels. The entire image has a semi-transparent blue overlay.

UCI Division of
Career Pathways

Acing the Virtual Interview

Types of Interviews



- Phone
- In-person Interviews
 - One-on-one
 - Panel
 - Group
- Video interviews
 - [YouTube: "How to Look Good in Skype Interviews - Tips & Training"](#)

Before the Interview

- **Congratulate** yourself for being invited for an interview!
- **Prepare** stories and examples of your skills, abilities and experiences
- **Research** company, job and industry
- **Check** your online presence
- **Write** down questions to ask the interviewer
- **Know** what you will wear and bring
- **Have** directions and contact person for your interview
- **Practice, practice, practice**



Research, Research, Research

- **The employer:** Vault guides, company website, Glassdoor.com, talking to people who work there. Know why you are a great fit
- **The opportunity:** review job description. Know the job you are applying for and why you're the best candidate
- **The field/industry:** how you came to be interested in the field and have knowledge about the industry. Show you have same passion for the work

Preparing Examples

Making yourself memorable – in a good way!

- Think about what makes you unique
- Think about your current and past experiences, refer to your resume
- Think about why and how you came to be interested in the field
- Always be specific and tie back to the position to show your fit and already see yourself in the role

Interview Day: What Employers Look For



- Presentation, i.e. appropriately dressed, no distractions
- Arrive early, but not too early
- Be prepared, i.e. bring padfolio with resume and questions to ask
- Be courteous and professional to everyone
- Have firm handshake, good eye contact, smile
- Show confidence, enthusiasm, interest and personality

During the Interview

- Connect with your interviewer and try to make the interview into a conversation
- Be personable and enthusiastic
- Be able to talk about everything on your resume
- Make a strong case why you want the job and why you want to work at the company
- Always stay positive – never speak negatively about yourself or a previous employer (or anyone else)
- Be okay with pauses in the conversation
- Give direct answers and be concise
- Be aware of your body language ([TED Talk](#) by Amy Cuddy: “Your Body Language May Shape Who You Are”)

Sample Questions

About You

- Tell me about yourself
- Why are you interested in this field/industry?
- Why are you interested in this position?
- Why are you interested in working for this company?
- Why did you choose UCI?

Resume-based

- Tell me about your internship at...
- Tell me about being a member of...
- Tell me about your interest in...

Personality:

- What is your greatest strength?
- What is a weakness?
- How would your supervisor describe you?



Tell Me About Yourself

What would you say?

One suggested way: **Personal – Academic – Professional**

- **Personal:** but not too personal, i.e. hometown, class year, concentration
- **Academic:** highlights of yourself at school, i.e. things you are currently involved in, have done in the past that might be interesting and/or relevant to the position
- **Professional:** Tie it all together with career goals and why you are pursuing the opportunity

This sets up the tone for the rest of the interview

Strengths and Weaknesses

What is your greatest strength?

- Something that is relevant to the position
- Give an example
- Tie it back to the position and why matches what they are looking for

What is a weakness/area of development?

- Self-evaluation/self-awareness. No one is perfect
- *How you are working to improve upon this weakness*
- Presenting weakness appropriately

Behavior-based Questions

Tell me about a time when you...

- ...took initiative
- ...worked on a team
- ...demonstrated leadership
- ...utilized attention to detail



Background-Action-Result-Tie back (BART) Framework

Tell me about a time when you demonstrated leadership

Background Briefly describe the circumstances (~20 seconds)	Action What did <u>you</u> do to resolve the situation? (45-60 seconds)	Results What was the result? Should always be positive (20 seconds)	Tie Back Tie back to the position
Last year I was the VP of Membership for the American Marketing Association.	During the fall quarter, I developed and implemented a marketing campaign to increase awareness about our club on campus and grow our membership. I organized outreach tables, made announcements in management classes and sent out weekly emails to publicize our events.	As a result, we doubled our membership from 25 to 50 members over the course of 4 months.	What I learned from this experience is marketing is effective not only via email and online, but for students, incredibly effective to meet them where they are and take the initiative to try new things. This is something I can and am eager to do as a Campus Brand Ambassador for your company

Ask Good Questions



- Helps assess if position and company is a good a fit for you
- Build upon your research about the company, i.e. interviewer's personal experience at the job and company
- Clarify duties and responsibilities that are NOT in the job posting
 - How you will receive feedback on your performance
 - Who you would be working with, what projects, clients, etc.
- Avoid questions about benefits (i.e. salary, vacation, etc.), negative company news, anything that may leave a negative impression

Close the Interview

- Reaffirm your interest, summarize strengths
- Ask about next steps in the interview process
- Ask for a business card
- Thank the employer for their time and opportunity for them to interview you
- Restate quickly why you are right for them and why you
- Send a thank you e-mail within 24 hours.



Thank You Email

- Send Thank-You to each person who interviewed you within 24 hours
- Should be different and personalized for each

Words of wisdom from an alumnus: “I wanted to let you know that sending a “thank you” note after each interview really helped put me ahead of the competition. According to my managers, I was the ONLY candidate (out of 5) to send a follow-up “Thank You” notes. It didn’t “make or break” me, but it definitely contributed to their positive reviews. If anything they explained that sending a “thank you” note showed a sense of maturity and character - something they wanted in their new marketing intern.”

Before Accepting an Offer

- Ask companies for time to consider before making a decision
- Avoid accepting the offer immediately
- Have open communication when interviewing with multiple employers
- Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.
- Once you accept an offer, you have made a **commitment** to work for that company and you should **STOP** interviewing at other companies

Ethical Considerations

- Consider **your professional brand** - network of professionals in the industry can be small
- Consider **your peers** to lose future recruiting opportunities
- Consider **alumni** who may have advocated for their companies to recruit at UCI
- Consider **UCI** as no longer a target school for companies

For Additional Support




Big Interview is an online system that combines training and practice to help you improve your interview technique and build your confidence: uci.biginterview.com.

Click [here](#) for a demo of Big Interview

For Additional Support

- **Resources on DCP website:** www.career.uci.edu
- **Virtual Career Planning Appointments:** 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](#)
- **Mini Virtual Appointments:** brief 15-minute sessions for resume reviews, cover letter reviews, or quick questions. Book in [Handshake](#)

A top-down view of a wooden desk. In the upper right, a portion of a silver laptop is visible, showing keys like 'tab', 'caps lock', 'shift', 'fn', 'control', 'option', 'command', 'Z', 'X', 'A', 'S', 'D', 'W', 'E', 'R', 'Q', '2', '3', '4', '1', and '~'. In the center, a pair of black-rimmed glasses lies on the desk. Below the glasses is a white mug with a yellow handle, filled with dark coffee. In the upper center, a small green succulent plant sits in a dark pot. The background is a light-colored wooden surface with a prominent grain pattern.

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Questions?