



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

Ace The Interview In 30 Minutes!

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Agenda:

- **Introductions**
- **Deck presentation**
- **Practice Time**
- **Q & A**
- **Wrap Up**

Career Services Center Website

www.myusf.usfca.edu/csc

myUSF STUDENT SERVICES ACADEMIC RESOURCES CAMPUS LIFE SCHOOLS + CENTERS OFFICES LOG IN

CAREER SERVICES

- HANDSHAKE INFORMATION
- ALUMNI
- RESUMES & COVER LETTERS
- JOBS & EXPERIENCES
- NETWORKING & LINKEDIN
- INTERVIEWS & OFFERS
- WHAT TO DO EACH YEAR
- CAREER & MAJOR EXPLORATION
- WORKSHOPS
- EMPLOYER ACTIVITIES & EVENTS
- IDENTITIES AT WORK
 - Racial and Ethnic Identities
 - First Generation Students

Welcome to the Priscilla A. Scotlan Career Services Center!

Dear Students and Community Members,

During this unprecedented time, there are new questions and challenges every day. The Career Services Center is here to support you in any way we can! Join our [Career Workshops](#) and [Employer Events](#), and chat with career counselors during [Drop-Ins](#) Tuesday and Thursday from 11:45am-12:45pm (no appointment necessary). We hope to see you soon!

Learn more about our job platform, [Handshake!](#)

COVID Resources
[GET INFO](#)

CAREER SERVICES QUICK LINKS

- [Handshake Login](#)
- [Resume and Cover Letters](#)
- [Big Interview Login \(code: DONS\)](#)
- [Career Guide](#)
- [Network USF Login](#)
- [Career Outcomes](#)

CAREER SERVICES CENTER

*All appointments will be conducted by ZOOM video conferencing until further notice.

* Office hours are subject to change.

University Career, 5th Floor

Drop-Ins & Appointments

Register for Events

Find a Job or Internship

CAREER GUIDE

Crafting Your Career Mindset Towards Social Equity

LAST CHANCE FOR INTERNSHIPS

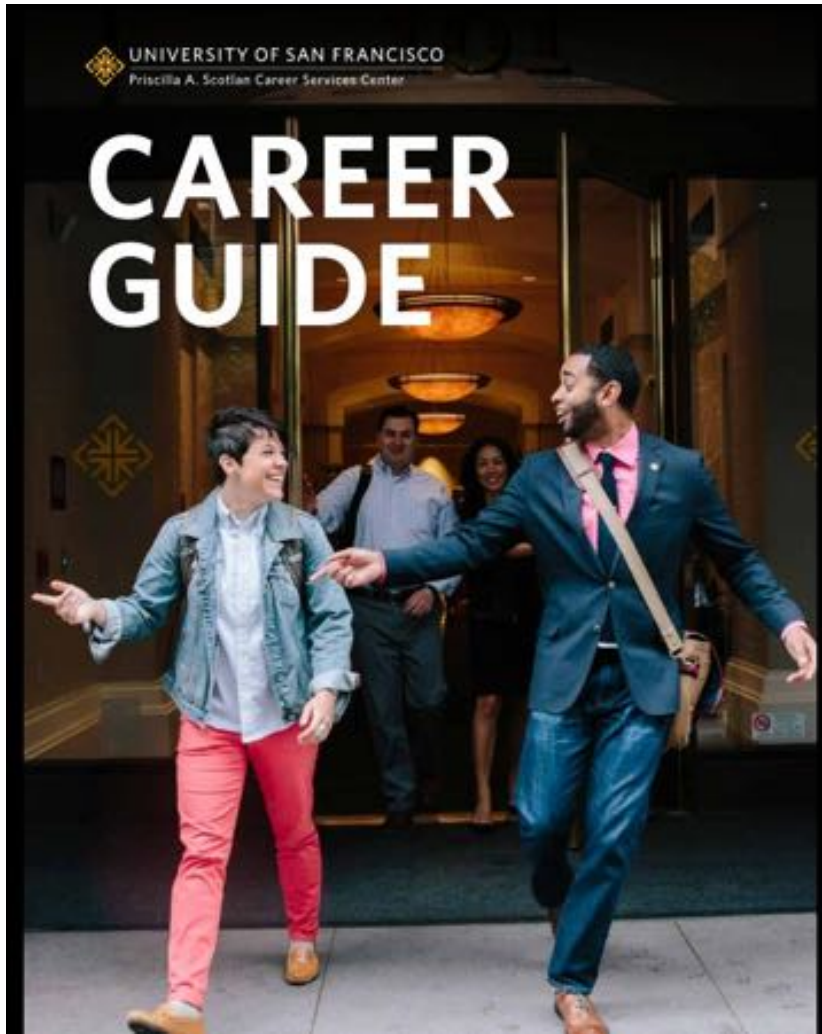
Handshake

Handshake is our online career management platform. You are able to easily upload your resume, search and apply for over 12,000 jobs and internships, register for on-campus workshops and events, and schedule career counseling appointments.



<https://usfca.joinhandshake.com/>

Career Services Center: Career Guide



Inside:

- Resume & Cover Letter Samples
- Building a LinkedIn profile and network
- Informational Interview advice
- Interview Tips
- Salary Negotiation

And so much more!

Before The Interview

Preparing for the Interview

Research

Know yourself:

- Think about your educational, extracurricular, and work experiences, and brainstorm ways that these experiences can be applied to the responsibilities required of the job
- Understand your skills and interests, and be able to articulate how they align with the skills required of the job

Know the employer:

- Conduct extensive research on the employer to gain an understanding of its mission, values, services, customers/clients, strategies, industry, and competitors
- Thoroughly read through the job description so you fully understand the responsibilities and skills critical for the position

Preparing for the Interview

Interviewing is like learning a new sport – you have to practice!

Interview practice can be conducted in various different ways:

- Schedule a mock interview with Career Services Center
- Pair up with a friend and practice answering/asking questions back and forth
- **BIG INTERVIEW!**

Tips:

- Anticipate difficult questions – don't avoid them while practicing and answer in a honest and positive manner
- Prepare thoughtful questions to ask the employer – create a list of at least 5 go-to questions

Preparing for a Behavioral Interview

- Identify recent situations where you demonstrated relevant behaviors or actions, especially ones involving leadership, teamwork, problem solving, taking initiative, planning, or customer service.
- Prepare short descriptions of each situation to help you be ready to provide details if asked.
- Be sure each story has a beginning, middle, and end (i.e., be ready to describe the situation, including the task at hand, your action, and the outcome or result).
- Make sure you speak in the first person using the pronoun “I.” We want to know what *you* did in your past projects (though it's appropriate to specify when you were part of a team effort; the ability to work collaboratively is also quite important).
- Be sure to answer the question, even if the result was not favorable; if things didn't go as planned in your example, we'd want to know what you learned and how you'd do things differently next time.
- Be honest. Don't embellish or omit any part of the story.
- Be specific. Don't generalize about several events; provide a detailed accounting of one event.
- Vary your examples (especially across conversations with different interviewers; we try to cover different areas in each interview to minimize overlap, but it's best to talk about a new example so we can learn more about you if the same or a similar question is posed). Try not to draw upon one area of your life or work for examples.

More information here:

[Preparing Your Client to be a STAR Interviewee in a Behavioral Interview](#)

Star Method – Answering Behavioral Questions

Tell me about a time...

Situation

Set the stage for your interviewer

- Provide a concise overview of the situation
- Share any relevant background details

Task

Articulate the goals or objectives that you were working towards during the specific situation

- Explain why you identified this task and what made it important

Action

Describe in detail the specific actions that were taken to address the situation

- Focus on how you contributed
- Identify the reasons behind each action

Result

Describe the overall outcome

- Answers with positive results; if providing a negative result, explain what you learned or how you would perform differently in the future

Time to Practice!

- **Breakout Rooms**
- **Each person will have 2 minutes to respond**
- **Remember to use the S.T.A.R. method**
- **Prompt question:**
 - Tell me about a project you have initiated.
What influenced you to begin the project?



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Use Big Interview to learn and practice your interview skills, whether you're interviewing for a job or graduate school.



← Back to Interviews

0/10


Untitled - Level 2


Edit

- 1. Tell me about yourself.
- 2. Why are you interested in this position?
- 3. Why are you looking for a new opportunity now?
- 4. Describe your current or most recent job role.
- 5. What are your strengths?
- 6. What are your weaknesses?
- 7. Why are you the best candidate for this job?
- 8. Why do you want to work for us?
- 9. Where do you see yourself in five years?
- 10. Do you have any questions for me?

Tell me about yourself.

Question 1 of 10





Back

Next question

Questions? Chat with us! Support is online.

Chat with Big Interview Team

What to Wear

- Conduct research (company website, social media, alumni/friends/family that work there, visit if the company is open to the public)
- If still unsure, it is ok to ask the person that set-up the interview or call the company's human resources department.
- No matter what make sure your appearance is clean and neat



Business Professional

Business Casual

Casual

Resource: [Gender Non-conforming Interview Attire](#)

During the Interview



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What the Employer Looks For

- Skill/Technical Fit
- “Cultural Fit”
- Enthusiasm
- Communication Skills
- Skills/Experience
- **Nonverbals:**
- Personality
- Maturity
- Appearance
- Body Language



Virtual Interviewing Tips

- Look at the camera directly
- 😊 😊 😊
- Still dress/appear as though it was in person
- Test your tech for software/camera/microphone issues
- Limit distractions
- Be professional
 - Use virtual background OR
 - Ensure background is free of clutter



Common Interview Questions

- Tell me about yourself?
- What is one of your strengths and one of your weaknesses?
- How does your previous experience relate to the job you are applying for?
- What would your previous supervisor or co-workers say about you?
- Tell me about a stressful situation you encountered and how did you handle it?
- Tell me about a difficult client and how did you handle it?
- Why should we hire you?

Questions to Ask Employer

- ~~What specific skills or qualities are essential for me to be successful in this position?~~
- What is the general cultural like in the company?
- What are the most important goals you'd like to see someone accomplish in the first 30, 60, and 90 days on the job?
- How will I be evaluated? If so, when and how often?
- What do you like most about working here?
- What does success look like in the role?

Final questions:

- What are the next steps in the interview process?
- May I please have your business card/ contact, in case I have any questions?

After the Interview

After the Interview

- Send a thank you email (within 48 hours)
- Assess how you felt you did and work on areas you feel you need improvement.
- Follow-up with the employer if you have not heard from them in the time frame that they mentioned.
- Practice your interviewing skills. ***Remember, practice makes perfect!***

Sample Thank you email

Subject: Thank You - [Name of Position]

Dear [First and Last name],

Thank you for taking the time to interview me today for the position of [job title]. After meeting with you, I am even more excited about the opportunity to join [insert company], and I am confident that my background and interests align closely with the position. I especially enjoyed our conversation about (SOMETHING SPECIFIC)

I look forward to hearing from you about the next steps in the hiring process. Please do not hesitate to reach out to me if I can provide any additional information. Thank you again.

Best regards,

Interview Resources

How to answer the 31 most common interview questions

<https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>

5 Career Stories you need to know for your next job interview

http://www.careerbliss.com/advice/5-career-stories-you-need-to-know-for-your-next-job-interview/?utm_source=social&utm_medium=twitter&utm_campaign=5careerstoriesnextjobinterview#.UeVmOuSzmro.twitter

The best questions to ask during a job interview

<https://www.hercampus.com/career/job-advice/best-questions-ask-during-interview>

Reference Tips

See [Career Guide](#) page 46

A photograph of a man and a woman in a professional setting, likely a career fair. The man on the left is wearing a blue shirt and a patterned tie, looking towards the woman. The woman on the right is wearing a black t-shirt and has a name tag, smiling and gesturing with her hands. In the background, there is a booth with a sign that says "QUICK QUESTION?" and "ASK A CAREER COUNSELOR".

Questions?