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Priscilla A. Scott
HERE
Career Services Center

Ace The Interview In 30 Minutes!

Career Services Center Website

www.myusf.usfca.edu/csc

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CAREER SERVICES

- HANDSHAKE
- CAREER OUTCOMES
- CAREER RESOURCES +
- CAREER PLANNING CHECKLIST
- CAREER & MAJOR EXPLORATION +
- CAREER PLANNING HANDOUTS
- INTERVIEWS AND OFFERS
 - Ask A Recruiter
- GET LINKEDIN
- EMPLOYER RECRUITING EVENTS & ACTIVITIES +
- SPECIFIC POPULATIONS
 - Racial and Ethnic Identities
 - First Generation Students
 - Undocumented Students (DACA)
 - International Students
 - Women
 - Mature Workers and Workers in Transition
 - Students With Disabilities

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 [Open Office Hours](#) Mon-Fri from 12-1pm (no appointment necessary). We hope to see you soon!

[BOOK AN APPOINTMENT](#) | [REGISTER FOR EVENTS](#) | [FIND A JOB OR INTERVIEW](#)

Upcoming events:

Ace the Interview

*in 30 minutes
Wednesday, 10/28 @ 5:30PM PST

Weds., Oct. 28 at 5:30pm

[How to Ace the Interview in 30 Minutes](#)

Best First Year Resume Contest!

OCTOBER 1ST - 31ST

WIN UP TO \$100
AT A RETAILER OF YOUR CHOICE

Win up to \$100 at a retailer of your choice!

[How to Enter](#)

- Must be a first year undergraduate student
- Book a Resume Review appointment on [Handshake](#)
- Email resume to careerplanningpeer@usfca.edu by Oct. 31

COVID Resources
[GET INFO](#)

CAREER SERVICES QUICK LINKS

- [Handshake](#)
- [Resume and Cover Letters](#)
- [Career Outcomes](#)
- [Career Guide](#)
- [Network USF \(previously Doing Helping Doing\)](#)

CAREER SERVICES CENTER

*All [appointments](#) will be conducted by ZOOM video conferencing until further notice.

* Office hours are subject to change.

University Center, 5th Floor
2130 Fulton Street
San Francisco, CA 94117

Hours: Monday-Friday 9:30am-5:00pm
* Open Office Hours 12:00-1:00pm by Zoom

[\(415\) 422-6216](tel:(415)422-6216)
[\(415\) 422-6470](tel:(415)422-6470)
careerservices@usfca.edu

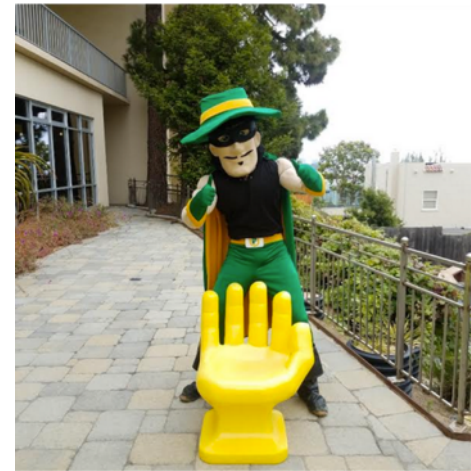
[SCHEDULE APPOINTMENT](#)

[Chat with us](#)

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.

 handshake
IS LIVE



<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!

[Link In Chat Box!](#)

How Many Internships Before Graduation?

3 Internships Before Graduation
3 Internships Before Graduation
3 Internships Before Graduation
3 Internships Before Graduation
3 Internships Before Graduation
3 Internships Before Graduation
3 Internships Before Graduation

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



UNIVERSITY OF SAN FRANCISCO

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



[← Back to interviews](#)

0/20

Interview Roulette

1. Why do you think you would be successful in this career path?
2. Tell me more about any job experience that you've had.
3. Describe a tough academic choice you had to make.
4. What was the most important decision you've made in the last six months?
5. What's the last book that you read?
6. How do you get along with the people that you work with?
7. What are your long-term career goals?
8. Tell me about your experience managing people.
9. Let's talk compensation. How much do you think you're worth?
10. Would you be willing to relocate for this position?

Why do you think you would be successful in this career path?

Question 1 of 20



Back



Next question



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

What the Employer Looks For

- Skill/Technical Fit
- “Cultural Fit”
- Enthusiasm
- Communication Skills
- Skills/Experience

Nonverbals:

- Personality
- Maturity
- Appearance
- Body Language



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?

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

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?

Final questions:

- What are the next steps in the interview process?
- May I please have your business card, 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

Common Hospitality Interview Questions

<https://www.hcareers.com/article/career-advice/top-20-common-interview-questions-and-answers>

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



Questions?