Job Interviewing Skills Workshop

Presented by: Debbie Centeno
Human Relations Division – Auxiliary & Plant Services

PREPARATION
Research the Organization and Position
• Visit the organization’s website (UC San Diego, School of Medicine, B10; UPS, Google, Target Stores; LinkedIn, Facebook, etc.)
• Become familiar with the job description, if you can
• Familiarize yourself with the organization and/or department’s role (research, etc.), missions and goals
• Consider how your own online profile represents you

Have the Ability to Speak Fluently about Your Background, Qualifications and Your Fit for the Position
• Memorize your resume from dates to titles to salary you’ve earned.

Sample Interview Questions:
• What part of your job responsibilities do you enjoy most? What do you enjoy least?
• Give an example of when you had to meet a difficult deadline and how you met it?
• Describe a time when you had a deadline and your supervisor was not available to make a decision. What did you do?
• What does “customer service” mean to you and why?
INTERVIEW QUESTIONS

Prepare a List of:
• Your most marketable hard skills - the skill set you can offer this position
• Your strengths and weaknesses
• The most difficult situations you have had in regards to management, customer service, etc. and how you handled them
• Adjectives to describe you as a person: your work style, work ethic, personality, and values

Be Prepared with 2 – 3 Questions to Ask at the End of the Interview
• What qualities do you feel are most important in the person you will hire?
• What would you consider to be the career path for someone in this position?
• Ask a question in reference to the mission, function and goal of the department
• Ask a job specific question
• Avoid asking questions about salary, vacation, promotion

INTERVIEW FORMATS

Supervisor Interview
• Usually just one round of interviews with the supervisor, and maybe other members of the unit (panel interview)
• Know the names and titles of the person(s) you are meeting

Search Committee Interviews
• Very formal
• Typical structure: 1st round with search committee, then 2nd round of interviews (finalists only) with the supervisor
• You should be informed, ahead of time, of all the committee member names, titles and departments

At the Interview: Your Presentation

Bring Appropriate Materials
• Extra resumes, reference information, letters of recommendation, and work samples

Attire
• Dress appropriately. Keep it classic and simple. Reasonable amounts of perfume, accessories, etc.
• It is better to over-dress, than to under-dress. Remember, you are making an impression - good or bad - and you want to make it a good one!

Demeanor
• Be aware of your body language and attitude.
• Make good eye contact, smile, and use a firm handshake.

Be prompt
• Arrive 10 minutes before your appointment.
After the Interview

References
• Let your references know that they may be contacted

Thank You Notes
• Send thank you notes that includes a "soft" recap of your qualifications
• Email or hand-written note. Email messages arrive in a quicker manner and can be more influential in the decision making process.

Candidate Notification
• Avoid excessive contact with the department and supervisor. Allow time for the department to complete the full screening process before inquiring as to your status.
• If not selected as the finalist, maintain contact with the supervisor / panel as a networking source.

To Learn More
• Schedule a Mock Interview with Career Connection (UC San Diego staff)
  http://blink.ucsd.edu/go/careerconnection

• Schedule a meeting with Debbie Centeno for an "interview prep" session
  (858)534-6615  dcenteno@ucsd.edu

More Resources
• Alumni Association – Triton Career Resources
  http://alumni.ucsd.edu/career

• Career Services Center
  (UC San Diego students & alumni)
  http://career.ucsd.edu/alumni/

• University Extension
  (open to all)
  http://extension.ucsd.edu/

• OSHER Lifelong Learning Institute
  http://extension.ucsd.edu/universityoutreach/images/osherLectures.pdf