Introduction to Interviews
From Preparation to Follow-Up
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Agenda:
- Prep
- Interview
- Follow-Up
Types of Interviews

- Screens
- Fit/Behavioral
- Stress/Case/Test
Complicated by:

- Language
- Cultural Practices
- Visa status
<table>
<thead>
<tr>
<th>Prep</th>
<th>24 hours before:</th>
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<tbody>
<tr>
<td>- In the <strong>Week(s) before</strong>:</td>
<td>- (Arrive in town)</td>
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<tr>
<td>- Do <strong>homework</strong></td>
<td>- <strong>Re-read</strong> job description</td>
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<td>- <strong>Record</strong> yourself</td>
<td>- <strong>Sleep</strong> (but caffeinate)</td>
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<td>- ...in front of a <strong>mirror</strong></td>
<td>- Arrive 5-10 mins <strong>early</strong></td>
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<td>- <strong>Practice</strong></td>
<td>- Read something unrelated</td>
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<td>- <strong>Develop questions</strong></td>
<td>- <strong>Resumes</strong></td>
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<tr>
<td>- Know:</td>
<td>- <strong>Extra mints &amp; water</strong></td>
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<tr>
<td>Your strengths</td>
<td>- <strong>Light bag</strong></td>
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<tr>
<td>Your weaknesses</td>
<td>- <strong>A pen and paper</strong></td>
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<tr>
<td>Elevator Pitch</td>
<td>- <strong>X...citement!</strong></td>
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<td>Why us?</td>
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<tr>
<td>Tricky questions</td>
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Look the Part

WOMEN
- Gray/Brown Suit
- Color Can Work
- Easy on the Jewels
- Pants vs. Skirt
- Heels vs. No Heels

MEN
- Gray/Navy Suit
- Clean facial hair
- New Leather Shoes
- New Belt
- Shirt / tie

EVERYONE
- FIT, NOT $$$$.
- Haircut
- No backpacks
- Tailoring
- Wear it all first
- Ask for honesty
Practice Makes Perfect
Practice Makes Perfect

- **Language**
  - Rehearse *(but don’t memorize)* answers
  - Slow down no matter what
  - Practice *different approaches*
  - Positive accounts of your work/experience

- **Cultural Practices**
  - Eye-contact is *direct* (during handshake/questions)
  - (But beware “the stare”)
  - Age often does **not indicate rank**
  - Don’t *fear* small talk (weather, sports, Chicago)
  - Handshake / Address / Where to sit
  - Follow the *interviewer’s lead*
Answer Formulation

- **Elements of strong answers:**
  - **Brevity**—two sentences instead of three
  - Articulating personal **stakes** of the question
  - Addressing **multiple** views
  - Remain **positive and focused on strengths**
  - Narrative examples that produce **results** (S.T.A.R.)

- **Indicators of confidence (& ways to slow down):**
  - Rephrasing a question to **clarify**
  - Tying answers to **previous** questions or comments
  - Taking a moment to **think** about an answer
In the Room

- Win in 20 Seconds
  - Smile / Energy
  - Handshake-ready

- Eyes up
  - Where?
  - Bridge of the nose
  - Keep them level

- Posture
  - Hands at side
  - Minimal gestures
  - Feet flat
  - Back straight
Tricky Questions
Tricky Questions

- Some questions are tricky:
  - Tell us about yourself
  - What are your three weaknesses
  - Tell us about a time that you worked on a team
  - **Positive** accounts of your department/experience
  - What are your salary requirements
  - What are your career objectives?

- Some questions are illegal:
  - Nationality (can ask about work authorization)
  - Marital status, disabilities, sexual orientation
  - Address the underlying question, which is concerned about the ability to hire you.
Follow-Up
Follow-Up

Phone/Skype Conversation
- A brief thank you email

Multiple-Round On-Site Interview
- Thank you email to HR representative for logistics help
- Individual emails to each person with whom you talked
- Specific follow-ups on conversation topics
Practice

**Graduate Student Affairs Resources:**
- Grad.uchicago.edu
- Know your visa options (Office of International Affairs)
- Be sure to practice in groups and in pairs
- Grad-Consulting group (Finance to Come)
- Practice interviewer at GSA

**Upcoming Events:**
- Skype Interviews
- PowerPoint Presentations
- UCAN Basic Workshops throughout the Year
Questions?
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