“I always thought being profound would be easier,” he said,

INTERVIEW BEST PRACTICES
Or: “I GOT THIS!”
UChicagoGRAD

grad.uchicago.edu
Agenda:

1. Presentation
   - Types of interviews
   - Before: Prep
   - During: Performance
   - After: Follow-up

2. Workshop
Tell me. Did the 253 internships come before or after the Ph.D. in English?
What would YOU like to know about today?
Presentation:

- Types of Interviews
- Before: Prep
- During: Performance
- After: Follow-up
Not Your Parents’ Interview

- Traditional
- Telephone
- Skype
- Case or Puzzle
- Lunch
- Group
- Apprentice
- Panel, or Firing Squad
- Career Fair/Conference
- Airport
Focus: Traditional Interview

IKEA Job Interview

Please have a seat
What does an interview do?

For the hiring organization:

- See you as more than strings of words on a page
- Get a better sense about the depth of your skills and experience
- Get a glimpse of how you might interact with other staff
What does an interview do?

For YOU:
- See beyond what they present on their website
  - Culture
  - Resources
- Clarify expectations for the role
- Elaborate on your most relevant skills and experience
- Be profound 😊
Presentation:

- Types of Interviews
- Before: Prep
- During: Performance
- After: Follow-up
Preparing for the Interview

- E-Purge
- Research
- What to expect
- Practice
- What to wear (or not)
Clean up your social media.

Try Free

Or, Buy Full Scan

How it works

1. Grant access to your profile
   - Social Sweepster never posts to your profile.
   - We take your privacy seriously.

2. Social Sweepster sifts through your posts
   - Find profane, offensive, or drug-related text.
   - Detect inappropriate photos using image recognition.

3. Review your results
   - You decide what to delete, flag, or untag.
   - Premium: Bulk-delete posts (currently supported by Twitter only).
   - Premium: Save a backup of all your photos to Dropbox.
Prep: Research

- Organizational mission, values, structure, culture
- People!
- Position or role
- Salary and compensation
Prep: What to Expect

- Interview structure
- With whom will you meet?
- What might they ask you?
- What can’t they ask you?
- Your response: S.T.A.R.
Prep: Questions

What might they ask you?
- Tell me about yourself (elevator speech)
- What accomplishment has given you the most satisfaction?
- Why are you the best candidate?
- Tell me about a time when... [conflict, challenge, difficult situation]
What can’t they ask you?

- About your spouse, or whether you are married or have children
- Physical condition, health, past injuries
- Have you ever been arrested?
- About drugs or alcohol
- Your Visa status, but ok to ask whether authorized to work in U.S.
Prep: Practice

- Rehearse, don’t memorize
  - S.T.A.R.
  - Personal stories

- Practice and role play
  - Interview yourself
  - With a friend/family member
Prep: What to Wear?

- Matched to organizational culture and type of work
- So fresh and so clean—ie., no stains, wrinkles, or frump (make sure it fits)
- Subtle expressions of personal/cultural style
What to Wear?

25 Life-Changing Style Charts:

“So you can look like the super-hot dude[tte] you were meant to be.”

buzzfeed.com/juliegerstein/clothes-make-the-man
8. And about that suit... Here's how it should fit.

**The Shirt**
- **Bad Fit**: Collar should just graze your neck without constricting it.
- **Good Fit**: Collar should not be so tight that you can see the details of your arm, but it should also not be so loose as to sag.
- Sleeves should not be too tight that you can see the details of your arm.
- **Bad Fit**: When you fold your hands behind your head, the shirt should not come out of the pants. If it does, the seams may not be high enough.
- **Good Fit**: Shirt length should be such that you can bend and make natural movements without it coming out of your pants.
- **Bad Fit**: There should not be too much excess fabric in the chest and waist (which causes billowing as seen on left).
- **Good Fit**: There should not be too much excess fabric in the chest and waist (which causes billowing as seen on left).

**The Chino**
- **Bad Fit**: No gusset should need a belt to stay on your hips.
- **Good Fit**: The chino should not be tight to the leg, but also should not be loose. It should be comfortably close to the leg without causing resistance.
- **Bad Fit**: You generally want one break in the pant leg (a break is a crease at the base of the pant leg created when the pant collapses onto the shoe). If you're going sleeveless with slim chinos then you probably won't have breaks.
- **Good Fit**: Avoid pleats.

**The Jacket**
- **Bad Fit**: Concerning length: a suit jacket is like a good lawyer; it should cover your ass. Some say that it should reach your knuckles, but this assumes the length of your arms is normal.
- **Good Fit**: The second button from the bottom should be just above your belly-button (never below).
- **Bad Fit**: The sleeves of the jacket should be the same length as the sleeves of your shirt. The sleeves should be smooth and not tuck into your shirt.
- **Good Fit**: With your arms at your sides, the sleeves should cover the wrist bone, and no more. (Note that your dress shirt will have 1-2cm longer sleeve, which allows you to "show some cuff").
- **Bad Fit**: While buttoned, the jacket should not pull across the chest significantly.
- **Good Fit**: The shoulder seam should lie on the edge of your shoulder. There should be minimal buckling, the sleeve should be smooth at the shoulder.
- **Bad Fit**: About 2cm of shirt collar should be revealed by the jacket collar.
- **Good Fit**: Holding your hand flat, you should easily be able to fit it inside the jacket under the lapels. However it should be slim to the chest - there shouldn't be an air pocket there.

Similarly to shirts, armholes must be sufficiently high.
Prep: What to Wear?
Prep: What NOT to Wear?
Prep: What NOT to Wear?

Sunglasses on head
Poorly groomed
Baggy jacket
No tie
Questions?
Presentation:

- Types of Interviews
- Before: Prep
- During: Performance
- After: Follow-up
Performance: You are ON

- Arrival and greeting
- Posture and poise
- Nonverbal behavior
- S.T.A.R.
- When you are stumped
- Departure and farewell
Performance: Arrival

- Be EARLY
- Restroom check!
- Ask for contact person
- Firm handshake, smile, eye contact upon greeting
- Be yourself!
Performance: Be Yourself

UNLESS that self is a Negative Nate or Nancy 😞
Performance: Posture/Poise

- Stand straight, shoulders back, no tippy-toes
- Sit erect, not slumped; ankles crossed or knees together, feet on the floor
- Hands relaxed, best on your lap
Performance: Nonverbal

- Direct eye contact
- Fidgeting, playing with hair or clothing, tinkering with objects
- Facial expressions
Performance: S.T.A.R.

S - Situation
T - Task or target
A - Action
R - Result
Performance: Stumped?

- Ask for a moment to pause and reflect
- Paraphrase the question
- Ask if you can come back to the question, then jot it down
- Then COME BACK to it
Performance: BOUNCE

- What should I expect next?
- Thank your host
  - Firm handshake
  - Direct eye contact
  - Smile!
Questions?
Presentation:

- Types of Interviews
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After: Follow-Up

- **Thank you!!!**
  - All parties
  - Individually tailored
  - Within 24 hours
  - State continued interest

- **Patience, patience, patience**
Workshop:

- **Structure**
  - Groups of three
  - Interviewer, interviewee, evaluator

- **Content**
  - Elevator speech
  - S.T.A.R.
Workshop: Elevator Speech

- Who are you?
- What do you do?
- What are you looking for?
- Simple language
- Tailored to the audience
- 60 seconds good, 30 better
Recall a time when you were faced with a challenge or difficulty with a task, on a team, or with a supervisor.

- Describe situation or background
- What was the task or target goal?
- What did YOU do to resolve?
- What was the result or outcome?
Workshop: Content

- **Interviewer**
  - Tell me about yourself
  - Tell me about a time when...

- **Evaluator**
  - Concise, clear, direct, engaging
  - Nonverbal behavior?
Questions?
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