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
Prep

- In the **Week(s) before**:  
  - Do **homework**  
  - Record **yourself**  
  - ...in front of a **mirror**  
  - **Practice**  
  - Develop **questions**  
  - **Know:**  
    - Your strengths  
    - Your weaknesses  
    - Elevator Pitch  
    - Why us?  
    - Tricky questions

- 24 hours **before**:  
  - (Arrive in town)  
  - **Re-read** job description  
  - **Sleep** (but caffeinate)  
  - Arrive 5-10 mins **early**  
  - Read something unrelated  
  - **Resumes**  
  - **Extra mints & water**  
  - **Light bag**  
  - A pen and paper  
  - X...c*itement!
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

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Practice Makes Perfect
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- 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?
aj@uchicago.edu