



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...citement!**



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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