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!

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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

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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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