

# ENGINEERING 23

## Finding an Industry Internship Seminar

**William Herrera, M.Ed.**  
**Director of Undergraduate Internship Program**

November 2, 2021  
Week 6: Content Slides

**UCLA**

**Samueli**  
School of Engineering

# Acing a Professional Interview

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# Week 6 Agenda

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## Content Videos

1. Introductions to Interviews (40 min)
2. Seven Steps to Acing Your Interview (30 min)
3. After the Interview (15 min)
4. Prepare/Practice for Interview (15 min)
5. How to Use InterviewStream (5 min)

## Class Activities

1. Week 4 HW: Reflection
2. Content Video Reflection: 7 Steps
3. Preview Week 6 HW Assignments

# Introduction to Interviewing

**WHY IS INTERVIEW THE  
MOST CRITICAL  
PART OF A JOB  
SELECTION PROCESS?**

# Interviews are ALL about the BEST FIT

Aligning Personality, Interest, Skills, Values to find the right Company for you



# Types of Interviews

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## **1. On-Campus Recruitment via Career Center**

## **2. Screening**

- **Phone Interviews**
- **Video Interviews**

## **3. In Depth**

- **Panel**
- **Group**
- **Case Presentation**
- **Day-Long**

# On-Campus Recruitment (OCR)

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- 200+ TOP employers conduct interview at UCLA Career Center
- Join the OCR Program offered by the Career Center
  - Complete the orientation via the Finances & Jobs tabs on MyUCLA

**“The On-Campus Recruitment (OCR) program provides current UCLA students the opportunity to interview with employers who visit the Career Center during the Fall, Winter, and Spring quarters. Full-time jobs and paid summer internships are primarily offered through the program.”**



# Screening

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Before inviting you to interview, an employer may screen you via phone or video (Skype, etc.). The interviewer asks pre-qualifying questions to determine if you should advance to an interview.

# SCREENING: Phone Interview Tips

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1. **BE READY** at least five minutes prior to the time the employer is scheduled to call you.
2. **PREVENT INTERRUPTIONS.** Turn off notifications and find a quiet place to conduct the interview. If you share a living space, post a “Do Not Disturb” sign.
3. **USE A LANDLINE**, if possible, for better call quality and reduced risk of dropped calls. If using a mobile phone, make sure your ringer is audible and that you have adequate signal strength and battery life.
4. **USE YOUR NOTES.** This is one main benefit to phone interviews. Be prepared to take notes as well.
5. **SMILE.** Even though they can’t see you, smiling during the interview will convey enthusiasm.

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# SCREENING: Video Interview Tips

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## IN ADDITION TO PHONE INTERVIEW TIPS:

1. Test your equipment (webcam, speakers, and microphone) ahead of time to prevent technical glitches from occurring during the interview.
2. Position your camera so that your background is clean, professional and free of distractions. A neutral wall is recommended with the light source in front of (not behind) you.



# In Depth Interview Formats

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**PANEL:** Two or more interviewers. Be sure to make eye contact with each panelist as you answer each question.



**GROUP:** You are interviewed with a group of other candidates. Often used to evaluate your teamwork skills and how you operate in a group setting.



# In Depth Interview Formats

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**CASE/TECHNICAL:** Commonly used for consulting positions to evaluate your thought process. You are given a complex problem and are asked to formulate a solution under tight time constraints.

**\*See Career Center Library for preparation resources.**



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# In Depth Interview Formats

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**PRESENTATION:** Evaluates your public speaking and communication skills. Practice to ensure you stay within the time frame allocated.



# In Depth Interview Formats

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## FINAL DAY-LONG:

- Over the course of one or more days, candidates participate in multiple interview segments with different interviewers and varying formats.
- May include interviews over a meal.
- Be sure to remain professional and utilize proper dining etiquette.
- Make sure you are rested and energized to last all day.
- Especially if you are introverted, use the breaks to sit quietly by yourself and recharge.

# Seven Steps to Ace an Interview



# 7 STEPS TO ACE AN INTERVIEW

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**STEP 1: DO YOUR RESEARCH**

**STEP 2: BRAND YOURSELF as the PERFECT FIT**

**STEP 3: PRACTICE**

**STEP 4: PREP QUESTIONS FOR THEM**

**STEP 5: DRESS FOR SUCCESS**

**STEP 6: MANAGE YOUR TIME**

**STEP 7: COMMUNCIATE EFFECTIVELY**



# STEP 1: DO YOUR RESEARCH

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- **Candidates who know the employer's business and the requirements of the position are most likely to make it to the next round of interviews.**
- **Research will help you prepare appropriate points to emphasize and questions to ask.**
- **It will also give you a head start in responding to such interview questions as “What do you know about our company?” and “Why are you interested in working for this company?”**



## STEP 2: BRANDING YOURSELF

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- **Long Elevator Pitch:** to introduce yourself and give an overview of your relevant past experiences in about three minutes.
- **Brainstorm your past accomplishments and challenging situations.**
- **Know your strengths and how you can relate them to the position.**
- **Know your primary weaknesses and how you are managing the**
- **Come up with **PERSONAL STORIES** that demonstrate that you possess the skills that the position requires.**

# STEP 3: PRACTICE

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- Practice answering the most common interview questions aloud.
- Record yourself and watch it so you can see how you come across, if you exhibit any distracting verbal fillers or non-verbal cues, and if your responses are too short, too long, or disjointed.
- It is valuable to practice with friends and family. (HW)



# STEP 4: PREPARE QUESTIONS FOR THEM

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Be prepared with thoughtful questions in order to demonstrate your preparedness, interest in the position/company; and to help you determine whether the position is right for you.

**An interview is a two-way street to determine mutual fit.**

## THE QUESTIONS YOU ASK SHOULD:

- Do not ask questions you could have found the answer to online.
- Demonstrate that you are trying to determine whether you could see yourself working there.
- Allow the interviewers to offer their own personal perspectives. This will engage them and open up a two- way conversation.

# STEP 5: DRESS FOR SUCCESS

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- **Business professional attire is generally expected at all interviews unless the employer indicates that business casual attire is acceptable (please see next page for photos demonstrating each).**
- **Make sure they are clean, and press your outfit ahead of time.**
- **Back up shirt/tie or blouse in case of accidental coffee spills**



# STEP 6: MANAGE YOUR TIME

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- **Prepare in advance so you can relax the night prior to the interview and get plenty of sleep.**
- **If you have a morning interview, set out your clothes and materials the night before.**
- **Give yourself more time than you think you need to get to your interview. Traffic and parking difficulties are not acceptable excuses for being late.**
- **You should check-in at the reception desk 10-15 minutes early.**



# STEP 7: EFFECTIVE COMMUNICATION TIPS

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- Follow the interviewer's lead.
- Have positive energy—smile.
- Maintain eye contact.
- Answer questions fully and concisely (2 to 3 minutes/Q).
- Speak in a relaxed, conversational style while maintaining professionalism.
- Check your tone and rate of speech.
- Pay attention to the interviewers' nonverbal cues and adapt accordingly.
- Avoid verbal fillers such as “like, um, and you know”.
- Exhibit appropriate body language:
  - Open posture
  - Appear comfortable
  - Avoid fidgeting (tapping feet, swiveling chair, touching face/hair, etc.)



# After the Interview

# AFTER THE INTERVIEW

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**STEP 1: SELF EVALUATE THE INTERVIEW**

**STEP 2: SEND THANK YOU LETTER**



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# STEP 1: EVALUATE THE INTERVIEW

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- **Take time to reflect on the interview.**
- **Write down any interview questions you can remember, notes of what you learned, key facts, and the interviewers' names.**
- **Yes! You will be able to use these items to help prepare you if you get a second interview and for writing the thank you notes.**



## STEP 2: SEND THANK YOU LETTER

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- Send a thank you letter or email to each person on the interview committee within 24 hours of an interview.
- It is a professional courtesy that demonstrates your enthusiasm and appreciation for the opportunity to interview.
- A thoughtful “Tailored” letter may be the difference between getting the job or not.



# THANK YOU LETTER COMPONENTS

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- **Thank the interviewer for his or her time and interest in meeting with you and explaining the position.**
- **Showcase that post interview reflection**
  - **Reiterate the skills, strengths, and abilities you can bring to the job.**
  - **Refer to something specific you discussed in the interview to remind them of your conversation.**
  - **Perhaps describe how your interest was intensified after learning something specific from one of the questions you asked at the end.**
  - **Confirm your interest in the position.**

# THANK YOU LETTER SAMPLE

Kahrears Scentor

321 Belmont Ave., #106, Los Angeles, CA 99999, (555) 555-5555 Kahrears@ucla.net

May 27, 20XX

Ms. Joanna Lastname  
Human Resources  
Wealth Management Fictitious Name  
12345 Wilshire Blvd., Sixteenth Floor  
Century City, CA 99999

Dear Ms. Lastname:

Thank you for giving me the opportunity to meet with you and discuss the Financial Analyst position. I enjoyed speaking with you and learning more about Wealth Management Fictitious Name and your department. [Insert something specific you learned during the interview that particularly interested or excited you.]

My enthusiasm for the position and interest for working for Wealth Management Fictitious Name were greatly strengthened as a result of our interview. I am confident that my academic background and work experience provide a good fit with your requirements of the job. I can tell that those are qualities you value in an employee and I believe I have demonstrated those through [insert a brief recap of an accomplishment or experience you discussed during the interview].

Please feel free to contact me at (555) 555-5555 or by email to Kahrears@ucla.net if you would like me to provide you with any additional information. Thank you again for the interview and your consideration.

Sincerely,

*Kahrears Scentor*

Kahrears Scentor

# Preparing & Practicing for Interviews

# How to Prep? Easy...

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**DO YOUR RESEARCH: IN DEPTH  
RESEARCH**

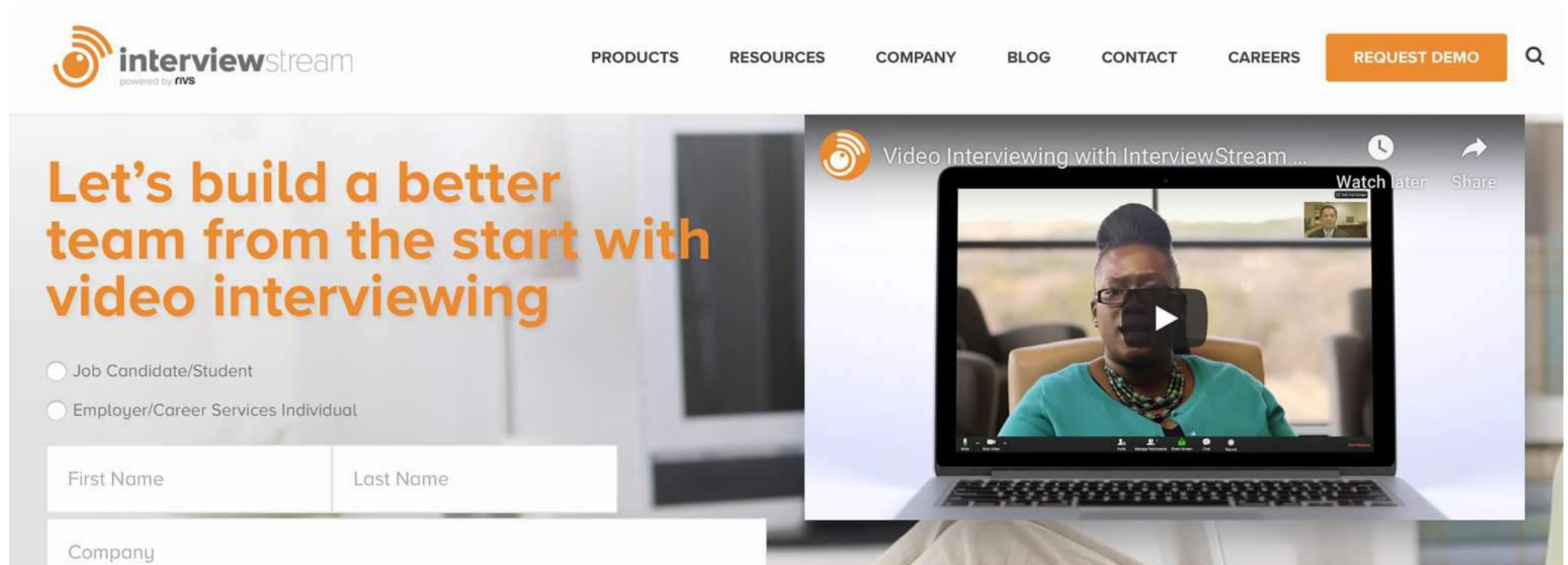
**PRACTICE WITH YOURSELF, FRIENDS,  
AND/OR CAREER ADVISORS**



# Interview Stream

Visit: [www.interviewstream.com](http://www.interviewstream.com)

- Practice Mock Interviews with professionals
- Self-record your interview for self-feedback



The screenshot displays the InterviewStream website. The top navigation bar includes the logo, a menu with 'PRODUCTS', 'RESOURCES', 'COMPANY', 'BLOG', 'CONTACT', and 'CAREERS', an orange 'REQUEST DEMO' button, and a search icon. The main content area features a large orange headline: 'Let's build a better team from the start with video interviewing'. Below this are two radio buttons for user roles: 'Job Candidate/Student' and 'Employer/Career Services Individual'. There are input fields for 'First Name', 'Last Name', and 'Company'. On the right, a video player shows a woman on a laptop screen, with a play button overlay. Above the video player is the text 'Video Interviewing with InterviewStream ...' and a 'Watch later' button. A 'Share' button is also visible.

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# Other Resources

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1. **Handshake: Career Center Resources**
2. **Case in Point: Complete Case Interview Preparation**
3. **[Interview Kickstarter](#): technical interview website**
4. **[Glassdoor](#): website**

**There are many other online resources that can help you prepare for interviews!!!**

# TOP 20 Common Interview Questions

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1. **Tell us about yourself.**
2. **What is your understanding of the position and why are you interested in it?**
3. **How have your past experiences prepared you for this position?**
4. **How does this position align with your long-term and short-term career goals?**
5. **What do you know about our company, our products, and our mission statement?**
6. **In what significant ways can you contribute to our organization?**
7. **What are your greatest strengths and weaknesses?**
8. **Tell us about a time when...**
9. **Describe an example of when you showed...**
10. **Tell us about one of your greatest accomplishments.**

# TOP 20 Common Interview Questions

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11. Describe what you would consider to be the ideal job.
12. What would you do if your colleagues were not doing their share of the work?
13. Describe your decision making process.
14. What kind of boss do you prefer?
15. How do you feel about working in an unstructured environment?
16. Why should we hire you instead of another candidate?
17. Who is your role model and why?
18. If one of your professors or former supervisors were to evaluate you, what would he or she say?
19. Do you have anything else you would like us to know about you?
20. Do you have any questions for us?



# InterviewStream



# InterviewStream

- Practice mock interviews with professionals on [www.interviewstream.com](http://www.interviewstream.com)
- After creating an account with your UCLA email, go to “Conduct” and then “Practice Interviews”



# Mock Interview Overview

# Peer Mock Interviews

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**Next Class: You will do a 30 minute peer mock interview**

**You get to prepare 10 questions you PREDICT your dream company might ask!**



# Mock Interview

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**Re-read that dream Internship posting!  
Please start drafting questions and preparing  
for your Peer Mock Interview**

**Part of Your HW**

# Grading Rubric for Mock Interview

<b>FIRST IMPRESSION (10 PTS)</b> Gestures and impressions <ul style="list-style-type: none"> <li>▪ Confident; genuine</li> <li>▪ Great first impression</li> <li>▪ Proper attire; Dress shoes</li> </ul>	<ul style="list-style-type: none"> <li>○ Firm handshake; genuine smile</li> <li>○ Confident body language</li> <li>○ Clean appearance</li> <li>○ Appropriate business attire</li> </ul>	<ul style="list-style-type: none"> <li>○ Weak handshake; poor smile</li> <li>○ Poor posture</li> <li>○ Acceptable appearance</li> <li>○ Either under- or overdressed</li> <li>○ Minimal "umms" and fidgeting</li> </ul>	<ul style="list-style-type: none"> <li>○ Doesn't shake hands</li> <li>○ Minimal eye contact</li> <li>○ No smile; Lot's "umms" and fidgeting</li> <li>○ Too casual or inappropriate</li> <li>○ Wrinkled clothing</li> </ul>
	<b>10 PTS</b>	<b>5 PTS</b>	<b>1 PTS</b>
<b>INTRODUCTION &amp; BRANDING (20 PTS)</b> Who are you? What makes you stand out? Quick glance of resume <ul style="list-style-type: none"> <li>▪ Confident introduction</li> <li>▪ Complete resume</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outstanding, creative introduction (e.g. connect the purpose to your personal experience/story)</li> <li>▪ Student left great first impression (e.g. unique personalization and compelling stories)</li> <li>▪ Resume is neat and well-formatted. Detailed descriptions of experiences and skills</li> </ul>	<ul style="list-style-type: none"> <li>○ Great introduction with sufficient information and some creativity/personalization</li> <li>○ Resume is neat but may need more work on phrasing and providing relevant information</li> </ul>	<ul style="list-style-type: none"> <li>○ Unenthusiastic introduction that contains irrelevant information</li> <li>○ Resume is poorly formatted and contains extensive amount of noticeable errors</li> </ul>
	<b>20 PTS</b>	<b>10 PTS</b>	<b>5 PTS</b>
<b>UNIQUE PERSONAL TRAITS (20 PTS)</b> Express motivation/attitude <ul style="list-style-type: none"> <li>▪ What motivates you to do your best?</li> <li>▪ What have been your greatest accomplishments from work or school? What are you most proud of?</li> <li>▪ Actively participates in conversation by asking critical questions</li> </ul>	<ul style="list-style-type: none"> <li>○ Interested and enthusiastic</li> <li>○ Eagerly asks questions</li> <li>○ Asks for business cards</li> <li>○ Provide relevant personal stories that illustrate your unique personal traits</li> <li>○ Asks interviewers critical questions that are relevant and show your enthusiasm for the company</li> </ul>	<ul style="list-style-type: none"> <li>○ Seems interested, but could be better prepared</li> <li>○ Somewhat shy and nervous</li> <li>○ Provide brief personal stories that illustrate your traits</li> <li>○ Asks interviewers critical questions that show your interests in the company</li> </ul>	<ul style="list-style-type: none"> <li>○ Passive and indifferent</li> <li>○ Extremely shy and nervous</li> <li>○ No obvious connections made between your characters and your personal stories.</li> <li>○ Asks interviewers irrelevant questions or no questions at all.</li> </ul>
	<b>20 PTS</b>	<b>10 PTS</b>	<b>5 PTS</b>

# Grading Rubric for Mock Interview

<b>CONTENT OF ANSWERS (25 PTS)</b> Great use of relevant examples	<ul style="list-style-type: none"> <li>Well-constructed confident responses with relevant examples</li> </ul>	<ul style="list-style-type: none"> <li>Responses are too short or vague</li> <li>No obvious connections</li> </ul>	<ul style="list-style-type: none"> <li>"Yes" or "No" answers</li> <li>Does not refer to applicable skills/strengths</li> </ul>
<ul style="list-style-type: none"> <li>What are some previous experiences that support your qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Relates how skills will contribute to any position</li> <li>Real world stories and situations that illustrate your values to the company</li> <li>Quantify your contributions or results that support the proficiency of your skills and capabilities</li> </ul>	<ul style="list-style-type: none"> <li>between skills/experiences and the position</li> <li>No strong personal stories that help shape your values</li> <li>Briefly discuss and quantify your contributions or results from your past experience</li> </ul>	<ul style="list-style-type: none"> <li>Extensive uses of "things" or "stuff" and stutters a lot</li> <li>No explicit discussion on your personal stories and lack of quantifications of previous experience</li> </ul>
	<b>25 PTS</b>	<b>15 PTS</b>	<b>5 PTS</b>
<b>SPEAKING ABILITY (25 PTS)</b> <ul style="list-style-type: none"> <li>How well did the student communicate?</li> <li>Thinking on your feet</li> </ul>	<ul style="list-style-type: none"> <li>Speaks clearly at all times</li> <li>Easy to converse with</li> <li>Uses proper diction and grammar</li> <li>Able to think on his/her feet by comfortably answering questions he/she had not prepared</li> </ul>	<ul style="list-style-type: none"> <li>Mumbles occasionally</li> <li>Pauses during conversation</li> <li>Satisfactory grammar</li> <li>Able to think on his/her feet by adequately answering questions he/she had not prepared</li> </ul>	<ul style="list-style-type: none"> <li>Speaks too quietly or loudly</li> <li>Inappropriate language</li> <li>Poor grammar</li> <li>Unable to think on his/her feet</li> </ul>
	<b>25 PTS</b>	<b>15 PTS</b>	<b>5 PTS</b>

See "Grading Rubrics" folder on CCLE

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# Preview Homework



# Week 6 HW

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1. **Read: Career Guide: “Successful Interviewing” section**
2. **Sign up for the Career Center On-Campus Recruitment (OCR)**
3. **Predict and write out 10 questions you think your dream company might ask you during an interview - practice your responses!**
4. **Conduct a practice interview through Interviewstream**
5. **Prepare for your mock interview (draft questions and responses)**

**(DUE Week 7)**



# Preview Week 7



# Week 7 Content & HW

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## Week 7 Content

1. Long Term Career Action Plan - Strategic Planning

## Week 7 HW

1. Select dream company and find a dream job description for your final Career Plan presentation
2. Ask UCLA ONE mentor for informational interview - you ask them about their career pathway, job, and company
3. Choose one avenue from the provided list to gain a new technical skill (this must be included in your Career Action Plan)



# Announcements





# Course Feedback

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## 1. Assignment Feedback

- All assignments turned in ON TIME will receive feedback within 7 days
- If you want immediate feedback, please set up a peer advising [appointment](#) or go to [drop-in hours](#)!
- LATE assignments will not receive feedback within the 7 days - if submitted late, email peer advisors for feedback

# Events

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**1. Career Conversation Series: Career Planning 101 - Negotiation**

**December 9th, 12pm - 1pm**

<https://ucla.zoom.us/j/99013946713>

**1. Optimize your Global Reach via Virtual Internships**

**Monday, November 15, 2021, 4:30pm - 6:00pm**

<https://ucla.joinhandshake.com/events/892074?ref=events-search>

**1. Breaking Barriers: FIRST-GENS IN TECH 2021**

**Wednesday, November 3, 2021 6:00am - 4:00pm**

<https://ucla.joinhandshake.com/events/871822?ref=events-search>

**1. Codebreaker Challenge Tech Talk featuring NSA's reverse engineering software framework: Ghidra**

**Thursday, November 4, 2021 4:00pm - 5:30pm**

<https://ucla.joinhandshake.com/events/883006?ref=events-search>

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# Resources



# Links

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**Career Center Website:** [www.career.ucla.edu](http://www.career.ucla.edu)

**Handshake:** <https://ucla.joinhandshake.com>

**Career Center Facebook:**  
<https://www.facebook.com/UCLACareerCenter/>

**Career Center LinkedIn:** <https://www.linkedin.com/company/ucla-career-center/>

**ESUC On Campus Recruitment Calendar:**  
<https://www.seasoasa.ucla.edu/on-campus-recruitment-calendar/>



## CONNECT WITH US!

Don't miss out on important events! Follow us for updates!



# MEET OUR PEER ADVISORS

make an  
appointment!



**Alyssa Wang**

*4th year, Computer Science and Engineering*

**Drop in Hours: M: 3-5pm, T: 11am-12:30pm,  
W: 2-4pm**

Interned at Cisco, Amazon Lab126, and Cloudflare.



**Josephine Neyyan**

*4th year, Bioengineering*

**Drop in Hours: M: 11am-2pm, T: 9-11am**

Interned at ECA Medical Devices.  
Researched with Keck Graduate Institute, PATHS-UP, UCLA Optofluidics Lab, and the Song Li Lab.



**Laya Rodriguez**

*4th year, Chemical Engineering*

**Drop in Hours: M: 9-11am, W: 9-11am,  
F: 11am-1pm**

Transfer student. Researched with the  
Laboratory of Electrochemical Systems  
Engineering at UCLA



**Reina Squires**

*4th year, Bioengineering*

**Drop in Hours: Drop in Hours:  
M: 11am-12pm, T: 12-2pm, W: 12-1:30pm,  
R: 12-1pm,**

Interned at Takeda Pharmaceuticals.  
Researched with Wong Bacterial Communities  
and Biofilms group, and Tawil group.



**Anna Cosmin-Spanoche**

*3rd year, Aerospace Engineering,*

*Statistics Minor*

**Drop in Hours: M: 10am-12pm,  
W: 10am-12pm, R: 10am-11am**

Interned at The Aerospace Corporation  
(Structural Dynamics Department). Researched  
with the Campbell Group (UCLA Physical  
Sciences).



**Brianna Duckworth**

*4th year, Materials Science Engineering*

**Drop in Hours: M: 4-5pm, T: 3:30-5pm,  
W: 4-5pm, R: 3:30-5pm**

Data Analyst Intern at Soccer Skybox  
Offered position in FBI Materials Science.



**Alexandra Kwon**

*3rd year, Electrical Engineering*

**Drop in Hours: T: 9-11am, 2-3:30pm,  
R: 2-3:30pm**

Interned at Zeta Associates. Researched with Carnegie  
Observatories and UCLA Communication Systems Laboratory.



**Rosa Son**

*4th year, Mechanical Engineering*

**Drop in Hours: M: 9-11am, W: 9-11am,  
F: 12-1pm**

Interned at Miravel. Researched with Optofluidic  
Systems Laboratory and RoMeLa.



**Paulina Fisher**

*4th year, Civil Engineering*

**Drop in Hours: M: 4-5pm, T: 12-1pm,  
R: 9-10:30am, F: 2-4pm**

Interned as a Construction Project Manager the  
past 3 summers in San Francisco.



**Natalie Olivares**

*5th year, Bioengineering*

**Drop in Hours: R: 10am-1pm, F: 10am-12pm**  
Researched with Song Li's Cell and Tissue  
Engineering Lab.

[Schedule an  
Appointment](#)

[Drop In  
Zoom Link](#)



[www.seasoasa.ucla.edu/undergraduate-internship-program/](http://www.seasoasa.ucla.edu/undergraduate-internship-program/)  
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[uip@seas.ucla.edu](mailto:uip@seas.ucla.edu)  
[urp@seas.ucla.edu](mailto:urp@seas.ucla.edu)

**UCLA** Samueli

# ENG 23 Office Hours

**William  
Herrera**

**T 4-5 PM**

**Course  
Facilitators**

[Schedule an  
Appointment](#)

[Drop In  
Zoom Link](#)



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