

Job Search & Interview Skills

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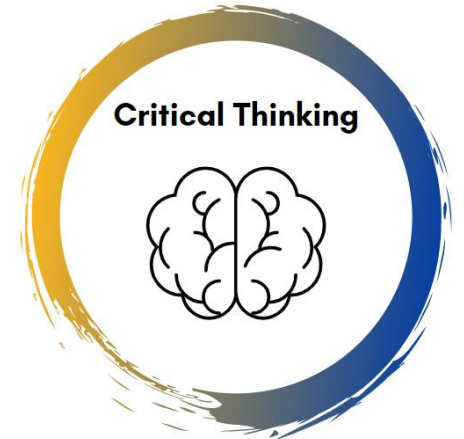


Agenda

- **Job Search**
- **Networking**
- **Prepare for the Interview**



NACE CAREER READINESS COMPETENCIES



*Obtaining **requisite competencies** that broadly prepare college graduates for a **successful transition** into the workplace.*



Intern & Job Search

1. Prepare, polish and tailor your resume
2. Job search (company's website, job search website, government website)



3. Networking
4. Prepare for Interview

Where to Search

 handshake


glassdoor

 CAREER
BUILDER

 Simplify

 Engineering Central [\(\[engcen.com\]\(http://engcen.com\)\)](http://engcen.com)

Keywords: Data Analyst/Database Administrator/Data Visualization
Specialist/Statistician/Power BI Developer/Web developer/UX/UI designer/
System Architect/AI / Machine Learning/Python, R, SQL,

What is Networking?



Networking is the
development and
maintenance of
mutually **valuable**
relationships.





The Facts

- **Two-Way Street:** It's not solely about what you can gain but also what you can contribute and offer to others in your network.
- **Long-Term Investment:** Networking is a long-term investment. The benefits may not be immediate, but over time, it can lead to significant rewards.
- It starts way before you need a job.

How To Network Effectively: Making Deposit

“ self-centered ask” mistake

“Can you take a look at my resume and give me some advice?”

“I saw you work at [Company] and my goal is to work there too, can you pass my resume along?”

“Can you introduce me to X person?”

Relations are like Banks---You need to deposit social dollars before withdrawing

Let's say a referral costs you “\$20 Social Dollars.”

You need to start by making “deposits” in the relationship.

Each of those actions is a \$2-\$3 deposit into your social bank account.

When you’ve made \$20 worth of deposit, now you can ask

WHEN & WHERE & Who to Network



Social Networks

- Friends, Family, Neighbors
 - Alumni contacts
 - Professors
- Other Faculty & Staff
- Volunteer contacts
- Social media –LinkedIn, Facebook, Twitter, etc.

Professional Networks

- UC Riverside events (Career fairs, Job Discovery panels, Workshops)
- Professional networking events
 - Chamber of Commerce
 - Rotary, Kiwanis, Lions Clubs
 - Committee involvement
- County of Riverside (volunteers)

Building Relationships via

- Research UCR alumni in fields/occupations you're interested in
- Scroll through their profiles to see if it's someone you want to talk to/learn more about
- ***Send a personalized note with your invitation to connect*** to increase the chances of them accepting
- Consider asking professionals for an “informational interview”
- *Remember*, the worst thing that could happen is **nothing**



Hi Julia,
My name is Alex Highlander. I am in my senior year at UCR as a computer science major. Your career as a non-profit professional is inspiring and I would love to connect with you to learn more about what you do and how you achieved all that you have! Thank you for the opportunity to be a connection on LinkedIn.

Networking Sample Questions

PROFESSIONAL:

- How did you get into your profession?
- What parts of your job do you find most challenging?
- What do you find most enjoyable?
- Are there any negatives to your job?
- What is a typical day like for you?
- How would you describe the corporate culture?
- What skills are required in your position on a day-to-day basis?
- What is unique about your company?
- What advice do you have for someone looking to get into your field of work?
- What's the best business advice you have ever received?
- Who else do you recommend that I should talk to *tonight*?

PERSONAL:

- What is the best job you've ever had? What's the worst?
- Where did you grow up?
- What do you like to do outside of work?





Ace the interview

Types of Interviews & Interview Logistics



Time



Type



Interviewer(s)



Location

➤ Virtual Interview



Test your technology

- Ensure a stable internet connection; Test the camera, microphone, speaker

Create a professional virtual background

- Setup a plain, neutral and clean background (a plain wall, clean blur Zoom background)
- Pre-test the virtual background

Choose a suitable room

- Select a quiet and well-lit area with a position for the best visibility

Use note strategically

- Refer to notes only to stay on track, but don't read from them directly.

Dress professionally



Be mindful of body languages

- Maintain eye contact; Smile when appropriate and nod to show engagement.

In Person Interview

- **Verify the time and location**
- **Ask for clarification (if needed)**
 - Will this be a panel or individual interview?
 - Who will I be meeting with during the interview?
 - Should I prepare any materials or a presentation for this interview?





Arriving at the Interview

In-Person

- Arrive early (10-15 minutes so you are not rushed)
- Leave cell phone in the car or shut off before going into interview
- Interview begins in the parking lot — be courteous
- Bring extra copies of resume
- Take cues from interviewer

Virtual or Phone

- Access the link/platform ahead of time
- Pay attention to the time zone
- Put cell phone or any other distractions away before the interview
- Have a copy of resume, CL, & job description in front of you
- Take cues from interviewer

Dress for Success

- Dark or muted colors are more professional
- Closed-toe shoes, dark socks if appropriate
- Avoid heavy perfume or cologne
- Clean hands, nails, and brushed teeth
- Grooming (hair & facial)
- Visit R' Professional Career Closet





Do Your Research

Review the job description

Research the company/organization

Prepare technical questions
(Leetcode, Glassdoor, HangerRank)

Prepare questions to ask



Interview Question Styles

Different interviews include different types of questions

- **Tell me how your background prepares you to do the job?**
- **Could you tell me about a time when you worked on a group project?**
- **How would you respond to a dissatisfied customer?**
- **What new feature would you add to MS Word if you were hired?**

Straightforward

Behavioral Based

Situational

Technical

Reflect on past actions and provide real examples for your answer

Common Questions

Tell us a little bit about yourself and why this position interests you?

1. Start with a brief introduction
2. Summarize/Highlight your relevant skills, projects, qualifications, strengths, trailing to the job description
3. Connect to the role and company and your career aspirations

Why do you want to work for our organization?

Research the organization: understand its mission, values, culture, and recent accomplishments.

Highlight alignment with your aspiration.
Let them know that you did research

Why do you want to gain this internship experience?

Personal and professional growth, Network, Career goals, Company alignments, Industry exposure

Tell me about a time you made a mistake, what did you learn?

Choose an appropriate example, focus on how to correct mistake by taking ownership of the error (avoid blaming others or making excuses); Show learning and growth



Behavioral Questions

- **Problem-solving & Critical thinking:** "Tell me about a time when you had to find a creative solution to a complex problem at work. Or Overcome a changeling problem during the project"
- **Time Management:** "How do you prioritize your tasks and manage your time? Can you provide an example of a time when you had to handle multiple projects or tasks with competing deadlines?"
- **Teamwork and Collaboration:** "Tell me about a time when you had to work in a team to complete the project before the deadline."
- **Adaptability and Flexibility:** "Describe a time when you had to quickly adjust to new environment, unexpected changes or shifting priorities. How did you handle it?"
- **Communication and Interpersonal Skills:** "Tell me about a challenging conversation you had to have with a coworker or client. How did you approach it, and what was the outcome?"
- **Initiative and Proactivity:** "How do you initiate a project?"

STAR Method

S

Situation

Describe the situation or scenario you encountered.

Example: "During my internship at XYZ Biotech Company..."

T

Task

Explain the task or challenge you faced in that situation.

*Example: "I was tasked with optimizing the production process for a new biocompatible material.. Or I encountered *** problem for new modeling workflow."*

A

Action

Detail the actions you took to address the task or challenge.

Example: "I conducted thorough research on existing production methods and identified areas for improvement. I collaborated with the R&D team to... I implemented methods of A and B"

R

Result

Summarize the outcomes, accomplishments and impacts

Example: "As a result of efforts, I successfully reduced production time by 20% and improved material quality, leading to cost savings and increased product efficiency."

➤ Last question: Do you have any questions for us?

Prepare 2-3 questions in your pockets to demonstrate your interest in the role

- **Research the company and job description**
- **Personalize your questions:** Avoid asking simple questions that could be answered easily by a quick online search. “What qualities or skills are you looking for in an ideal candidate for this position?”
- **Ask about the team and culture:** Inquire about the work environment, team dynamics, and company culture to assess if it aligns with your own values and working style.
- **Avoid asking about compensation and benefits**

After the Interview

- Send a thank you note (email, card)
- Be specific with what you appreciated about them in the interview
- Follow-up if the date that they said they would get back to you has passed
- Always be professional



Exception:

If the employer stated to not contact them, do not contact them

Offer Negotiation

Should I negotiate?

- Am I completely entry-level?
- Is the job in a field that doesn't allow for negotiation?
- Is the offer reasonable?

How do I negotiate salary?

- Maintain professionalism
- Present an appropriate salary range for the position
- Consider cost of living and other factors
- View the *What's My Worth? Salary Negotiation* workshop



➤ Career Center

Learn more at careers.ucr.edu

Virtual & In-Person Career Services

1:1 Meet with Career Specialist at UCR Career Center for any of the following topics:

- Career Planning/ Major Choice
- Resumes /Cover Letters Review
- Interview Tips
- Career Assessments
- Graduate/Professional School Planning
- Job/ Internship Search
- Mock Interview Practice



Location:


Our entrance is across from the University Lecture Hall behind the UCR Campus Book Store.

Hours:

Mon. - Fri. 8 am to 5 pm

Schedule appointment:

- Schedule a career counseling appointment on Handshake to meet with Career Specialist in person or on Zoom
- Drop in for a 15- minute express career advising with your Career Center Peer Advisor



**What questions do
you have?**