

Top Interview Tips

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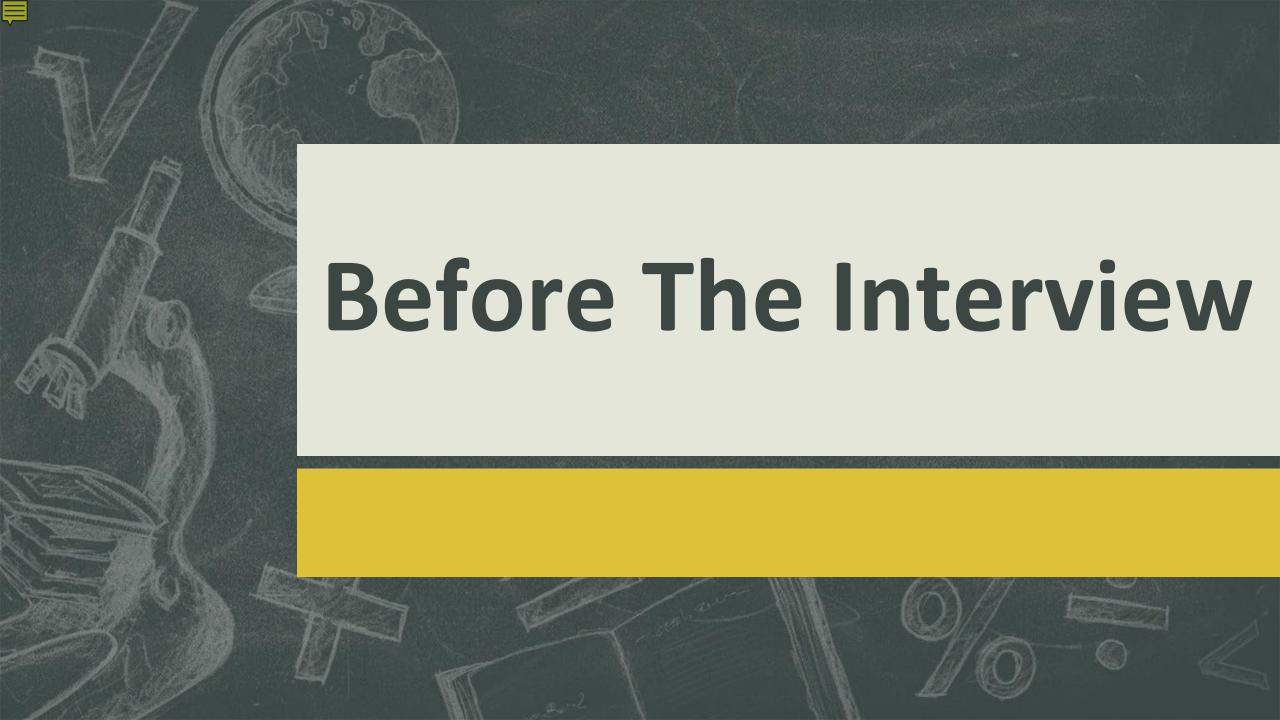
What is the Purpose of an Interview?

Employers are trying to determine if you are a good fit for the position and the company

- Do you have the necessary skills and experience to be successful in the job?
- Is your personality a good match for the position and for the company?

You should also be attempting to determine if the employer/position is going to be a good fit for you







Research The Company

Where to look:

- Company website
 - "About the Company" section
 - Mission statement



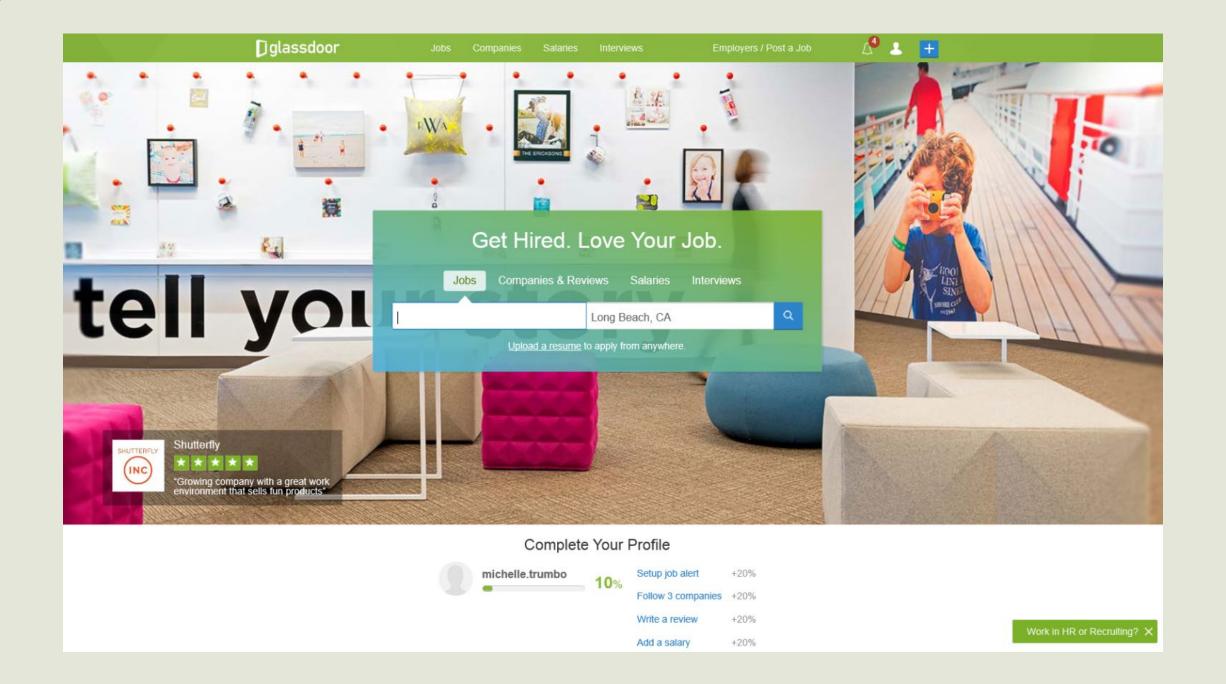
- Shows that you are knowledgeable of current events & invested in the company
- Glassdoor.com
 - Company profiles
 - Interview information
 - One year unlimited access with .edu email address



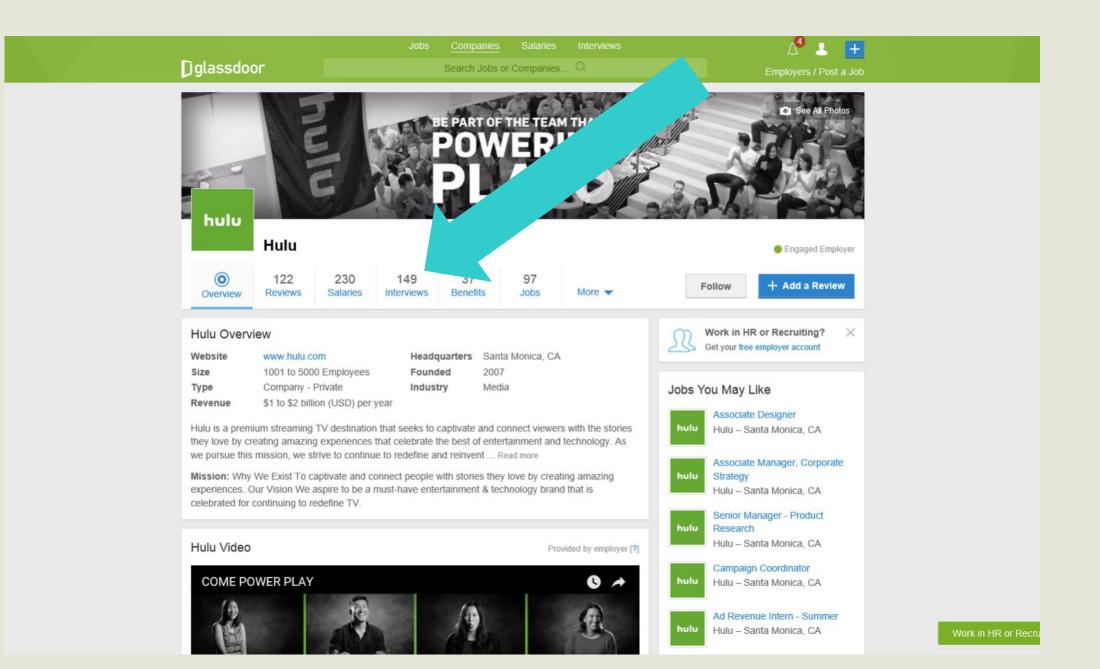
Social Media

LinkedIn

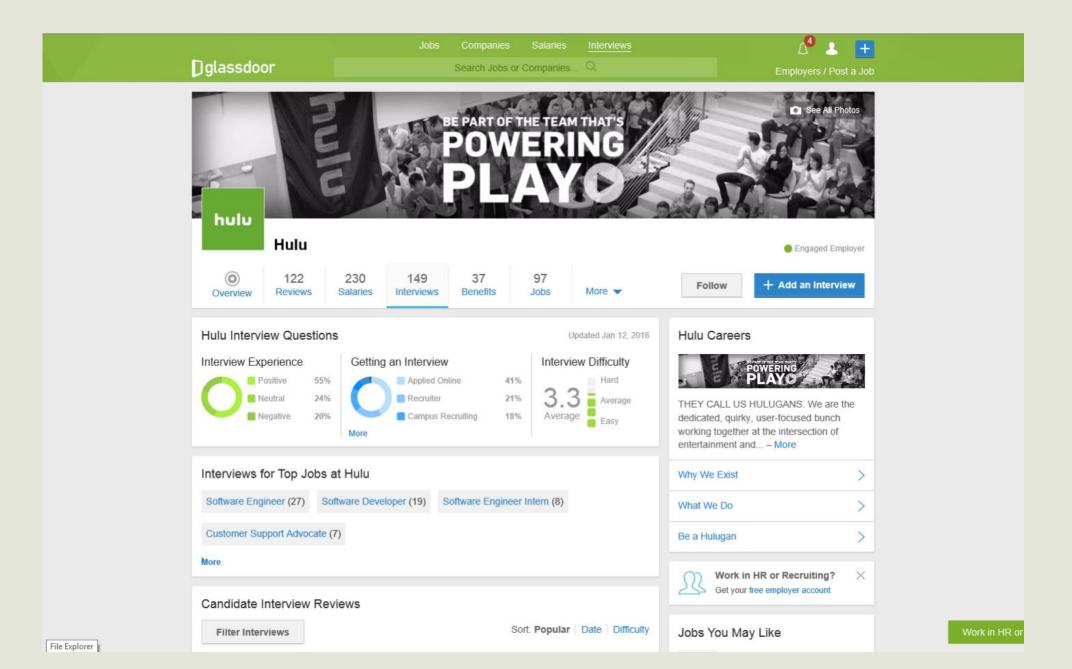












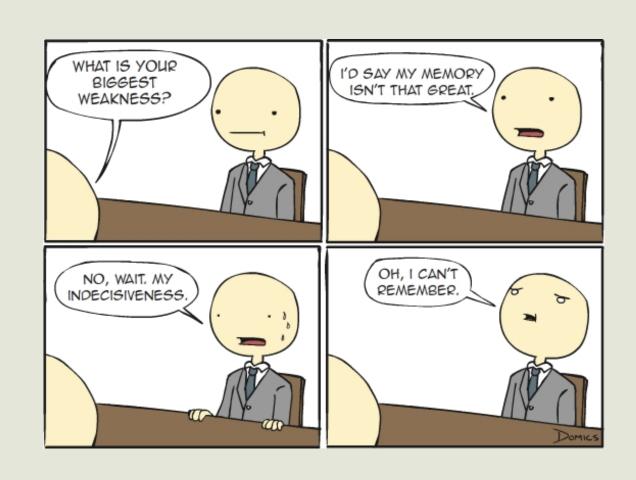


Tell me about yourself.

- What do I want to make sure they know about me?
- Should serve as a summary of your education, experience & skills

Why do you want to work for us?

- What makes this company unique?
- How does working for this company align with my goals?





Tell me about yourself.

- State your name, major, and position you are seeking
- Relate your background to the employer's needs Think relevant skills, experiences, qualifications
- What can you offer the organization and what do you want the organization to know about you?
- Practice until the information is fluid and conversational Not rehearsed

Hello. Thank you again for inviting me to interview. As you may already know, my name is XXX and I am currently a senior studying Marketing at Cal State Long Beach. I am very excited to begin my career as a Market Research Analyst. In a course at Long Beach where we conducted surveys, focus groups and in-depth interviews, I was able to develop skills in the field that I can apply to the position you are hoping to fill. I helped XYZ Corporation rethink their university marketing campaign, and increase response rates by 10%. I would love the opportunity to apply my experience and education in your organization



What is your biggest weakness?

- Avoid clichés and direct requirements of the job
- Talk about something you are able to change
- Focus on how you have already been improving and how you will continue to do so

Where do you see yourself in 5 years?

- Demonstrate that you have career goals
- Avoid topics that indicate you are likely to leave the company

Why should we hire you?

- Try reframing it as "How are you qualified for this job?"
- What unique skills and experience do you bring?



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Quick Links

STUDENTS

RESUMES & COVER LETTERS

ASSESSMENTS

INTERNSHIPS

WORKSHOP CALENDAR

HELP

FMPI OYFRS

POST A JOB OR INTERNSHIP

ATTEND A JOB FAIR

ON-CAMPUS INTERVIEWS (OCI)

STUDENTS EMPLOYERS FACULTY & STAFF ALUMNI PARENTS & FAMILIES

Home Welcome to the Career Development Center

WELCOME TO THE CAREER DEVELOPMENT CENTER

The mission of the Career Development Center (CDC) is to guide students through the process of educational, career and personal disc the global workforce.



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READ MORE »

JCPenney SUIT-UP FVFNT





The Career Development Center staff provides assistance regarding career exploration and development tailored to your specific professional needs. We can help during every step of the career-decision making process, whether it is learning about majors and career options or finding the right internship or career position. We are your best resource for job outlook, salary and employment trend information and are equipped to provide you professional career advice.

Start by registering on CareerLINK, your portal to career services, jobs, and internships.

To learn more about CareerLINK, view these videos.

Logon Here



For direct access to Single Sign On:

Tip: Use Campus ID and Password, as you would for MyCSULB and BeachBoard.









Engineer



Browse HOU SAND: of career nterview clip:

Choosing a Major

Career Planning

Jobs

Internships

Graduate & Professional School

Jobs Search Process

Conducting a job search is a process that many can find time consuming and overwhelming. It is essential to remember that searching for a job requires your active participation.

The Career Development Center offers online resources that outline how to prepare for a job interview, how to network and how to handle salary and job negotiations; as well as in-person preparation with drop-in counseling and individual career counseling appointments. Get #onestepcloser to a job today!

Explore

- Networking Techniques
- Interviewing for Information

Prepare

- Resumes & Cover Letters
- Interviewing for the Job
- Salary & Job Offer Negotiation
- CandidCareer Videos Get Hired!

Workshops & Events

- Career Workshops
- Employer Info Sessions

Drop-In Career Advising

- Job Fair
- Internship Events

CareerLINK

Your portal to career services, jobs, and internships

- CareerLINK Exclusive CSULB Jobs & Internships
- Videos: Learn how to use CareerLINK
- More Jobs & Internships Search national job postings
- Going Global Worldwide job & internship listings & career information
- · CareerShift Online job hunting and career management tool



JOBS SEARCH PROCESS

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Resume & Cover Letters

Interviewing for the Job

Salary & Job Offer Negotiation

An interview typically results from an effective presentation of your resume. The resume provides a snapshot of how your qualifications match those identified in the job announcement. It is now up to you to take advantage of this opportunity. Interviewing Techniques workshops are offered by the Career Development Center throughout the academic year.

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JOB INTERVIEW TIPS	
INTERVIEW PREPARATION	
BEHAVIORAL INTERVIEW	
QUESTIONS ASKED BY EMPLOYERS	
QUESTIONS FOR APPLICANTS TO ASK	
THANK YOU LETTER TIPS	



Prepare For Behavior-Based Questions

"Tell me about a time when..."



STAR Method



S-Situation

Describe the situation

T-Task

What was the task at hand?

A-Action

What action did you take?

R-Result

Discuss
 positive
 results or
 lessons
 learned



Behavior-Based Questions: Strategies

- Consider why the employer is asking you this question
 - Is he/she trying to assess skills/personality?
 - Provide an example that demonstrates those skills
- What if you don't have a good example?
 - Provide the employer with the next best example you have
 - If you can't come up with any relevant examples, say what you would do if the situation were to occur
- Focus the majority of your answer on the "Action/Results" sections
- The result of your example doesn't have to be a positive outcome; it could be an important lesson you learned



Behavior-Based Questions: Example

Tell me about a time when you had to deal with an uncooperative group member.

S-Situation/T-Task

In my Business
 Communications class, we
 were assigned a group
 research project. One of the
 group members was often
 late to our group meetings or
 missed them altogether. This
 was causing resentment in
 the group, and we were
 struggling to stay on
 schedule.

A-Action

 I spoke to this group member individually, and I asked her if everything was ok. She told me that she had been having car problems and that it was difficult to get to campus for our meetings. I recommended that we talk with the other group members and see if we could meet closer to this group member's house.

R-Result

 The rest of the group agreed to meet at a different location, and everyone was able to make it to the remainder of our meetings.
 We completed the project on time and earned an A.



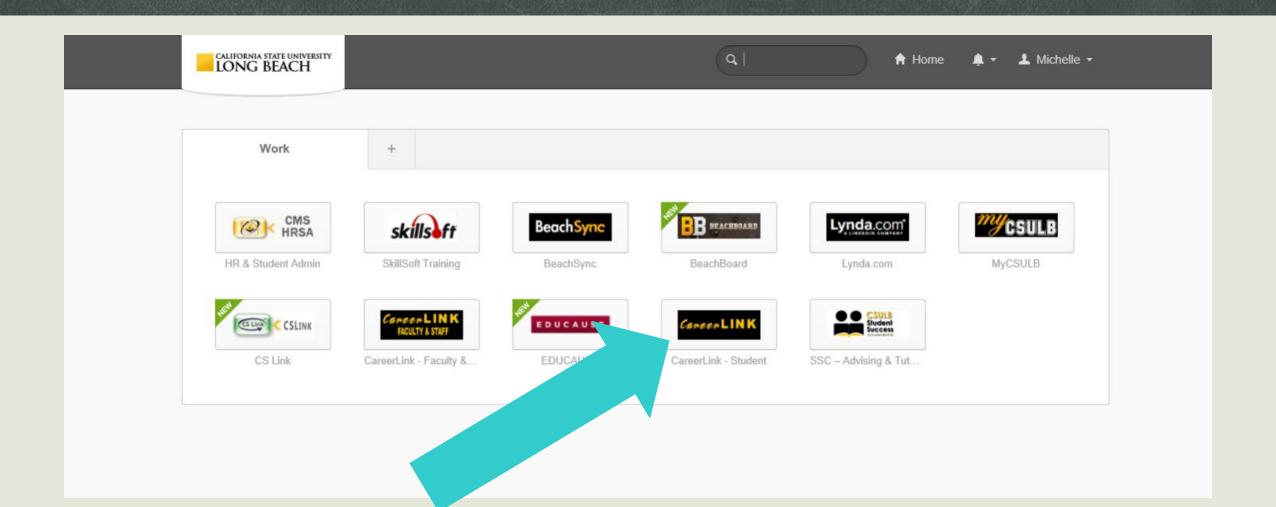
Practice, Practice, Practice!

Just because you know what you're going to say doesn't mean you know how you're going to say it

- Record a practice interview with InterviewStream to observe your speaking patterns and body language
- Schedule a virtual mock interview or interview coaching with a Career Counselor
- Practice with your friends and/or family depending on where you're based at



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南 Jobs & Internships

Job & Internship Search

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- Ω My Profile
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Find a career you'll love!

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This will take only 2 minutes.

Get Started



☆ 5

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Accounting AMB Tax Services Huntington Beach, Californ. United States

30d+ ago · Internship (paid)

Favorite

Not Interested



Accounting Intern X (Minimum 20 Hrs/Week)

See More

Fleischmann Holmes Bozanic &

California United

30 L

Favorite

Not Inc.

Explore

Request a Counseling Appointment

CaliforniaColleges.edu - Career Planning

Career Finder - Self Assessment

Career Explorer - O*NET

CandidCareer Videos - Career Profiles

Prepare

Build a Resume Online | Optimal Resume

InterviewStream







Email Adu. Password Email Password Register if you don't have an account. Forgot your password? ☐ Remember me?















Welcome to InterviewStream! Here you will find valuable resources to assist you with your interviewing development. Before you get started, make sure to view the InterviewWebinar and Expert Tips for advice on all things interviewing. Once ready, you can then conduct interviews and request feedback from anyone with an email address.

Assignment/Self-Registration

Enter Assignment Code

Register

Messages



CONDUCT AN INTERVIEW

Create a new interview.



View an existing interview.



MOBILE INTERVIEW





OVERVIEW



1 number of Assignments for this company or institution



0 %
percentage of mobile versus computer site usage



33 number of interviews in the past 30 days



Let us know how you would like to interview.















Dr. Blecher Internship Cl...



FMD 492E/M Dr. Suzanne Ma...











Wayne's Engineering Class



Engineering 102



March Madness

















Zoom

- Free
- Most likely to be used
- Available through
 Single Sign-On (SSO)

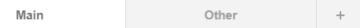
























BeachBoard

BeachMail

Student Center

OneDrive - Student

Beach Central

BeachScholarships







BeachSync



CareerLink - Student



Parking



University Library



Employee Center



Housing Portal



Lynda/LinkedIn Learning



Student Health Services



CSU Training

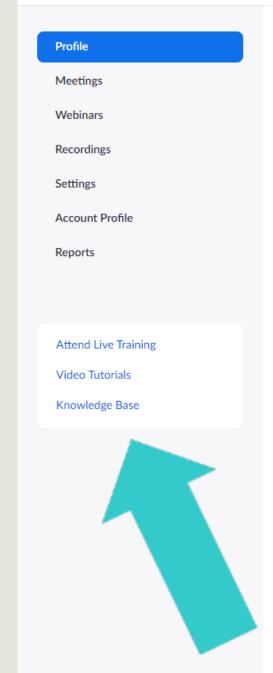


Student Virtual Lab



Zoom

CSULB



	Account No.	Edit
Change Personal Meeting ID	https://csulb.zoom.us/j/ × Use this ID for instant meetings	Edit
Sign-In Email	Linked accounts: SSD	
User Type	Basic 😝	
Capacity	Meeting 300 9	
Language	English	Edit
Date and Time	Time Zone (GMT-7:00) Pacific Time (US and Canada) Date Format mm/dd/yyyy Example: 08/15/2011 Time Format × Use 24-hour time	Edit
Calendar and Contact Integration	You can integrate with 3rd party services or apps, such as Google, Outlook or Exchar	nge, to D H

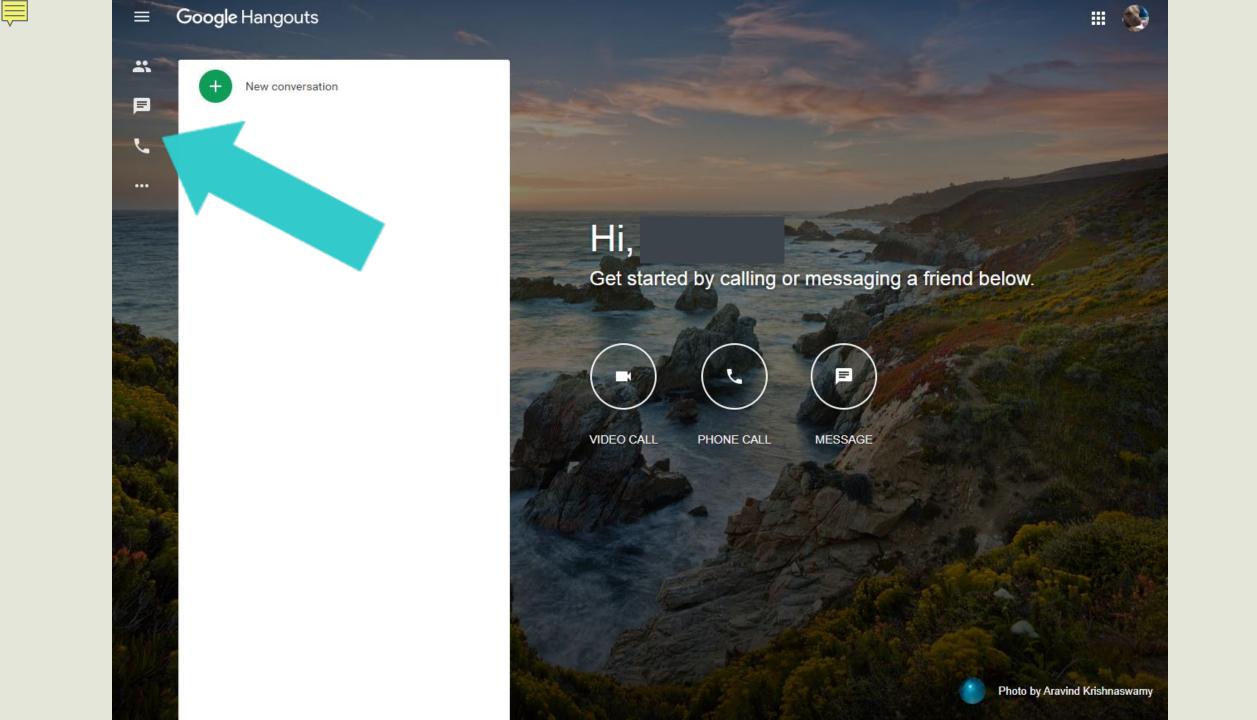


Google Hangouts

- Free
- May need a Google account to access



Messaging, Voice and Video Calls





You are the only one here

















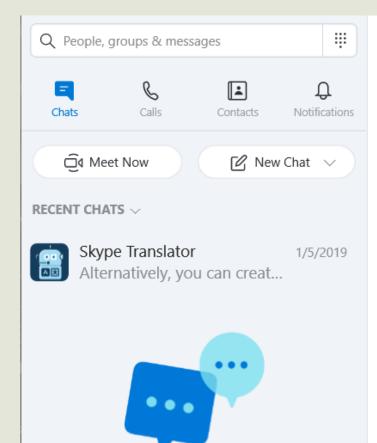


Skype

- Free
- Requires a Skype account



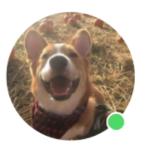




Start chatting on Skype

Q Use Search to find anyone on Skype.

Welcome,



Tell your friends what you're up to



Start a conversation

Search for someone to start chatting with or go to Contacts to see who is available.

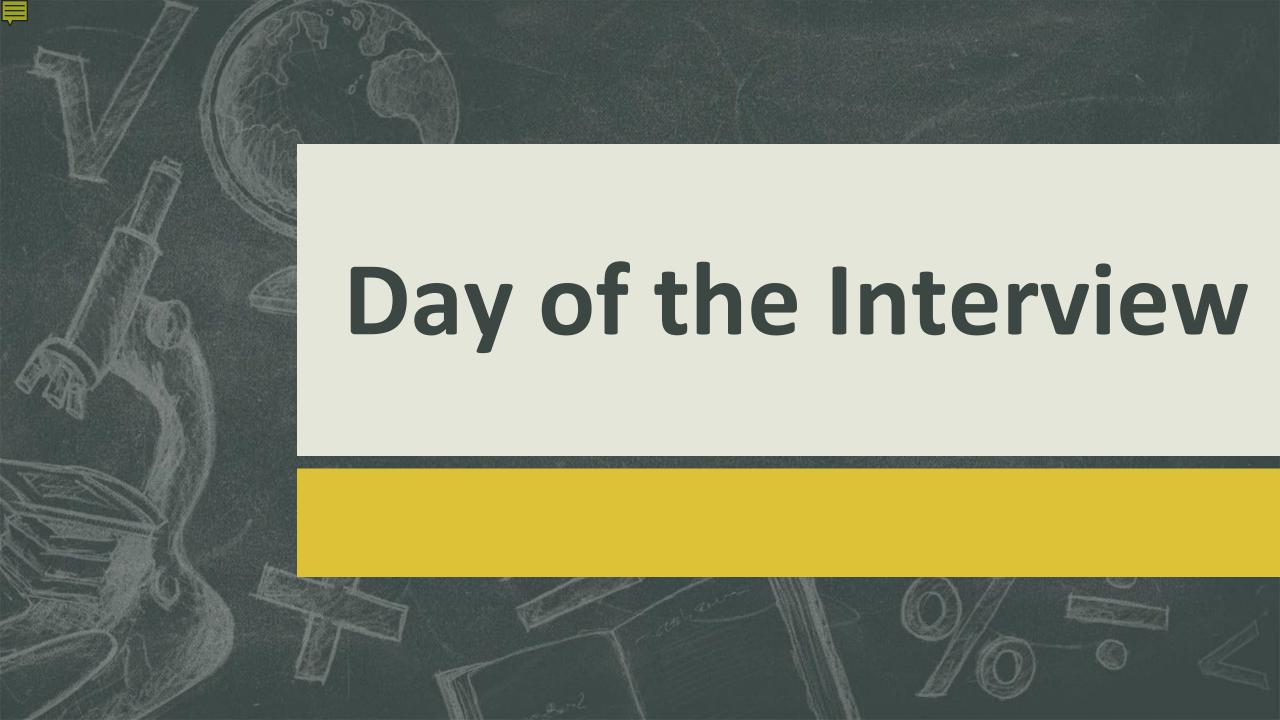






Practice, Practice, Practice!

- Download the correct software well in advance of the interview
- Practice with a Career Counselor, family or friends
- Conduct a final test run a few days before the interview to check your equipment





Wear Professional Attire

- Know the company culture and dress accordingly
- When it doubt, err on the side of more professional and conservative
- Avoid anything too casual, trendy, or revealing
- Don't be a floating head!
- Groom your hair so that it's not distracting





Interview Fashion Mistakes To Avoid











Be Prepared: Room Environment

- Conduct your interview in a clean room with a simple background
- Close windows to prevent outside noise from coming in
- Make sure that you're the only person in the room > Make an "ON AIR" sign for your room
- Check your lighting





Be Prepared: Technology

Video & Audio

- Be sure to check the quality of both
- Have your camera at eye level

WiFi Connection

 Make sure that your WiFi is strong and stable - at least 2 bars - before going into the interview

Electronics

 Turn off any electronics that could go off (e.g. cell phone, smart watch)



Be Prepared: Materials

- Notes for potential and common interview questions, including your research on the company
- A copy of your resume
- Examples of your work, if appropriate

```
t. How would you compare the use of the R to the other policies in the SEP, School or Dept?
School - non SEP teachers.
classroom management issue > litter duty, Get away
Why? copout-money
       ease manager - role misunderstood
       Knowledge House - unwritten curriculum.
5. In your diary you referred to modified sosE work-
can you explain what that means
 assessment task compare and contrast two
  forward from
b. Can you help me understand how you enact curriculum, such as ACARA or P-12 Curriculum framework?
 ACARA - no training
 differentiation - cover to foundation.
                      that's where they are at
  foundation
```



Have The Right Mindset

Be Present

Be engaged in the conversation

Be Authentic

- Be yourself
- Don't be afraid to ask for a moment before answering a question
- It's okay to say you don't know the answer to something
 - Offer to look it up, and get back to the interviewer

Be Positive

- Talk positively about your experiences
 - Don't apologize or minimize your qualifications
- Never speak poorly of previous employers





Ask Questions



- Asking questions shows that you're invested
- Sample questions:
 - Why did you choose to work here?
 - How would you describe your company culture?
 - What is the natural career progression for employees with my skill set?
 - What qualities do you think someone needs to excel in this position?
 - What is the next step in the interview process?





Follow Up With A Thank You Email

Send a thank you email within 24-48 hours

- Reiterate your interest in and qualifications for the position
- If there was something you bonded with the employer over, make sure to mention
- Above all, keep the email concise





Red Flags

A survey of employers indicates the following as the worst offenses by recent graduates during interviews (www.careerbuilder.com):

- 1. Acting bored or cocky
- 2. Dressing inappropriately
- 3. Inadequate preparation for an interview
- 4. Cell phones & other electronic devices
- 5. Not asking good questions
- 6. Unprofessional online content posted through social media and blogs
- 7. Not sending a post-interview thank you note

Others noted:

- Discussions about compensation before a job offer is extended
- ► Repeatedly spamming employers with your resume and cover letter

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- Access information on writing your resume and preparing for the interviews
- Log in to CareerLINK via SSO to schedule virtual appointments for Resume Writing, Interview
 Preparation, Job Search and many more options!

