











biginterview







Access interview questions, learn how to answer questions, record your answers and review responses at ucsd.biginterview.com

TRITON TIP:
Visit UCSD Big Interview at:
ucsd.biginterview.com

Top 10 Interview Best Practices

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1. Research the company and review the job description before the interview.
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2. Identify your top skills and experiences relevant to position.
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3. Complete a practice/mock interview prior to the actual interview.
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4. Dress for interview success.
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5. Bring copies of your resume/references to the interview.
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6. Arrive 10-15 minutes before interview, turn off cell phone, go alone.
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7. Be specific and provide examples in your responses.
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8. Ask 2-3 questions when they ask for questions at the end.
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9. Collect business cards of the individual(s) who interviewed you.
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10. Send a thank-you note within 24 hours of interview.

Top 4 Things to Do w/Big Interview

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1. Go over the written and video curriculum to learn best practices in interviewing.
- INSTRUCTIONS:**
go to learn ---> click on either written or video curriculum ---> watch or read the materials in the library.
- 
2. Record yourself answering questions.
- INSTRUCTIONS:**
go to practice ---> practice interview---> pick your categories ---> click allow camera ---> press record ---> press stop ---> press save
- 
3. Try out the interview roulette and see if you're able to answer all of the big interview questions with ease.
- INSTRUCTIONS:**
go to practice ---> press the interview roulette button ---> press allow ---> press record ---> conduct interview ---> press save
- 
4. Send and share your recorded videos for feedback with family, friends, faculty, staff & mentors.
- INSTRUCTIONS:**
go to mytools ---> press my videos ---> click on the videos you want to share by click the box next to the icon ---> press the share button at bottom of page ---> put in the email addresses of people you want to share ---> press send



Employers use behavioral based questions to screen job candidates in interviews. The premise is that the most accurate predictor of future performance and competencies is past experience in similar situations. When responding to behavioral based interviews use the car method: **CHALLENGE, ACTION, RESULT**

- 1. CHALLENGE**
- Describe the initial challenge that you solved and/or planned to overcome
- "Tell me about a time that you used teamwork to solve a problem" —
- C** | "Our student organization didn't have enough funds to coordinate an ice cream social to welcome new members to UC San Diego"

- 2. ACTION**
- Describe the action or steps taken to solve the problem. Focus on what you did specifically.
- Here's a response to a typical interview question: "Tell me about a time that you used teamwork to solve a problem" —
- A** | "Rather than give up, I coordinated a brainstorming session to identify potential funding sources. We decided to collaborate with other student organizations, contact local businesses for donations, and reached out to alumni members via LinkedIn.

- 3. RESULT**
- What was the outcome? Benefits? What did you learn? Did you gain any insights?
- Here's a response to a typical interview question: "Tell me about a time that you used teamwork to solve a problem" —
- R** | "With collaboration, I was able to secure funds to pay for the ice cream social while incorporating alumni networking to make it more rewarding. As a result, new members felt welcomed and motivated to join our organizations."



Practice your 30 second pitch with a few people as they engage you in a career conversation, resume review and/or mock interview

Why Do It?

SUCCESS

comes through

WHO YOU KNOW

and

WHO KNOWS YOU

1. Before the Interview

2. During the Interview (Take Notes)

<div></div> <div>Do Your Research</div> <div>Do initial research to gain a basic understanding of the occupation or field.</div>	CONNECT	<div>Introduce Yourself (What's your intro?)</div>
<div></div> <div>Target a Professional</div> <div>Start with friends, family, Career Center Staff and professors. Use LinkedIn and professional associations to connect with alumni or others in the industry.</div>	COMMUNICATE	<div>Share Purpose (Why did you contact them?)</div>
<div></div> <div>Contact</div> <div>Request an appointment via phone/ email. Be specific with your request and flexible with your availability. Respond promptly and stick to agreed meeting date.</div>		
<div></div> <div>Prepare & Impress</div> <div>Confirm appointment, dress appropriately, know where you're supposed to be, and show up on time. Have questions ready and take light notes. Thank them for their time and send a thank you note or email within 24-48 hours.</div>	DISCOVER	<div>Ask Questions (What do you hope to learn from them?)</div>
	CLOSE	<div>Thank the Person (Why are you appreciative?)</div>


3. Who did you contact?


What did you learn & what are your next action steps?


Name | Organization | Contact Info | Date





Questions to Ask...


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How would you describe a typical day or week in your role? What key strengths, skills, and abilities do you use to succeed in your position?
- 

What experiences are most helpful for successful preparation for (or transition into) this field or position?
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What are the rewards and challenges of this position?
- 

What are the key trends, issues, opportunities and challenges you see?
- 

What are the most important things I should consider as I learn more about this field?
- 

What other resources or people should I connect with or learn more about?
- 

Would you be willing to refer me to other people willing to help me in my research and exploration process?



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Dress to Impress



Take what you wear to the interview seriously. **Each industry has its own dress code** that can be determined through researching the organization's culture **before** the interview, or simply **asking the recruiter** what is the **appropriate interview attire**. The level of formality you project is interpreted by the interviewer to show that you understand the importance of the situation and respect the person you are meeting. When in doubt, **it is better to dress more conservative** than casual.

Business Professional

- Suits (jacket and pants/skirt) should be matching colors, and those colors should be dark or neutral.
- Lighter colors can be worn under the suit jacket.
- Avoid stripes or bright prints/colors.
- Shoes should be closed-toe heel (1-2 inch) or dress shoes.
- Carry a portfolio, professional bag, or simple purse.
- Bring essentials only.

Business Casual

- Nice pants/slacks/dresses are acceptable.
- Avoid jeans, shorts, sundresses, or athletic wear.
- Skirts & dresses should be knee-length while standing and cover the thighs while seated.
- Ties are optional.
- Blazers and cardigans are acceptable.
- Footwear should be flats, boots, closed-toe shoes, or otherwise comfortable professional-looking shoes designed for walking.

General Recommendations

- It is all about the first impression.
- Clothes should be tailored, in good condition, and wrinkle- and lint-free.
- Hair should be well-groomed and trimmed.
- Nails and makeup should be natural in style and neat.
- Jewelry & fragrance should be modest and mild.
- Belts should match the color of your shoes and attire.
- In short, avoid anything that distracts from the substance of your answers to interview questions.

Adapted from infographic by NACE.

Friends Resale Shop: The Resale Shop, located at UC Building 214 on Library Walk across from Center Hall, is an on-campus thrift store.