



Keys to Success: Ace the Interview

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Learning Objectives



- 1 The purpose of an interview
- 2 Stages of an interview
- 3 Before: Preparation
- 4 During: Performance
- 5 After: Follow-up
- 6 Big Interview

**An interview is
NOT...**



It's more like...



**What is the purpose
of an interview?**

ANSWER:

To find out if the job is
a good fit.

3 steps to a successful interview

BEFORE

Get prepared.


DURING

Perform like a pro.

AFTER

Follow up.

BEFORE: Preparation

-  biginterview
- Career Center Website
- Career Guide
- Interview Preparation Appointment
- Practice Interview Appointment
- Research the Company



30 Second Commercial

- Identify who you are
- Highlight a few strengths and accomplishments
- Show how you can bring added value to an organization
- Be concise!



Kareen Ayuk

- Hello, my name is **Kareen Ayuk** and I am a graduate student at UMBC studying cybersecurity. I currently also work as a **Peer Advisor** at the UMBC Career Center and I am interested in the **cyber co-op program** with your firm. My role as a peer advisor has taught me how to better **gather information, solve problems, and communicate effectively**. When tasked with an assignment to create a sample interview for a good and bad candidate I **researched** the particular role and articulated the **relevant information** from the sample resumes. I will be able to use these same skills to do research and analyze systems within your company.

Mad Libs!

- Hello, my name is _____ and I'm currently a (class year) _____ working towards my (degree) _____ in (major) _____ from UMBC. I am currently a _____ (position) for (course/organization) _____ where I (skills used and developed/accomplishments) _____ (2x!).
I am interested in opportunities that allow me to _____.

Professional Dress



DURING: The Interview Format

1

Introduction
30 sec – 1 min



2

Q & A
20 minutes+



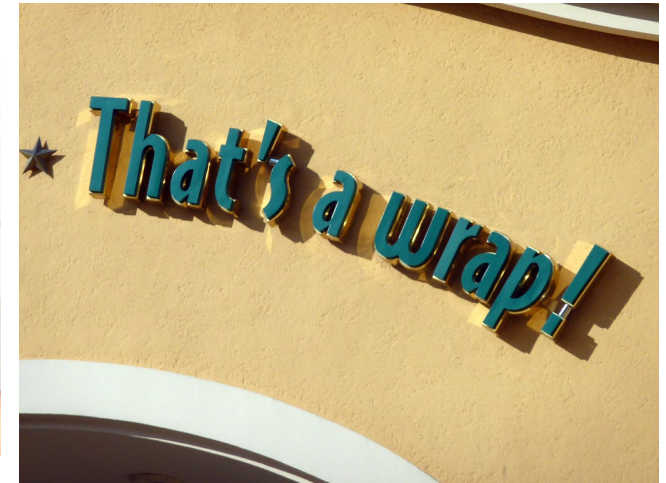
3

Interviewee gets to ask
questions



4

Closing/Wrap Up

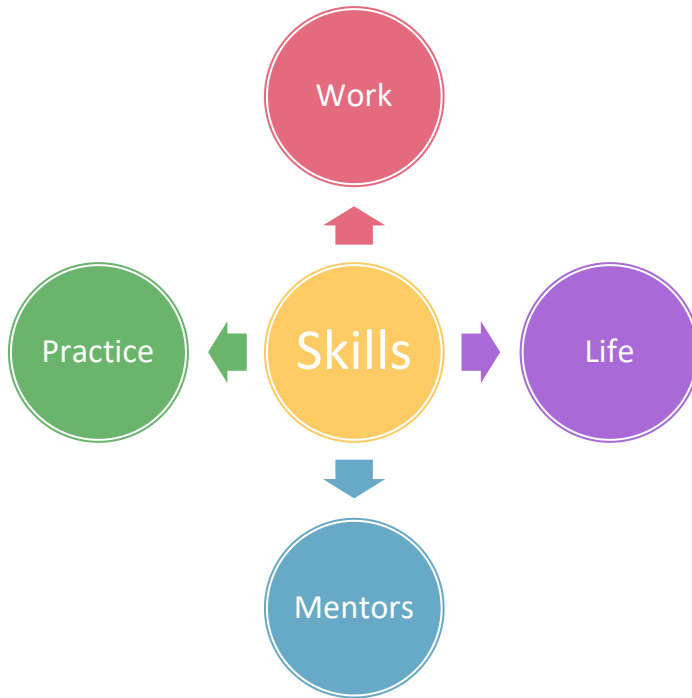


What are transferable skills?

- Skills that you have acquired from all areas of your life which can be “transferred” from one situation to the next.



How do I develop Transferable Skills?



- Work – internships, summer jobs, leadership positions
- Life – friendships, travel, sports, clubs
- Mentors – guidance, personal growth
- Practice – using them in everyday life

Winner's Tips



Listen to each question thoroughly. Take notes, ask for clarification or to have to questions repeated/rephrased, if needed.



Remember it's just a conversation! If you made it this far, they want to like you.



Its ok to have note jotted in your portfolio or note pad with reminders (But don't' read it verbatim)

BACK IT UP!

- Make sure you have stories and examples to back up what you are telling the employer
- These examples are a good way to show employers that you actually know what you're talking about
- Be prepared to offer a story to support each trait mentioned



Example

TALKING POINT

“I pick up new technology very quickly.”

STORY

“When I started my internship, I knew only the basics of Excel. Within the first few weeks, I had learned how to build a pivot table.”

Example

TALKING POINT

“I am extremely thorough and detail-oriented.”

STORY

“Last semester I completed a 25-page research paper. To formulate my thesis, I read over 60 scholarly articles and drew upon 20 of those as direct sources.”

ASKING QUESTIONS

- **Are there any questions?** Yes, always ask questions!
- Based on your research of the company come up with thought provoking questions.

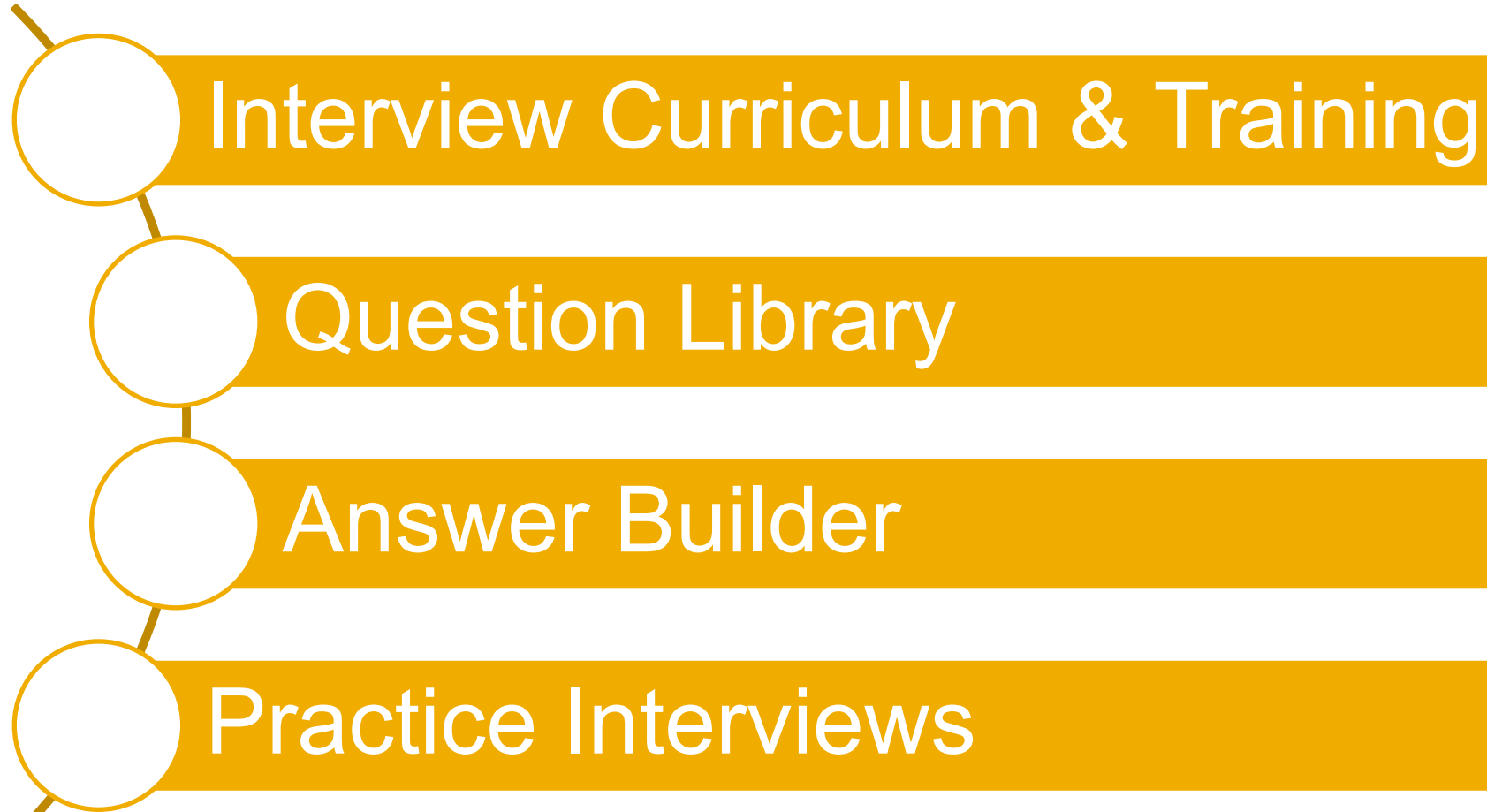


AFTER: Thank you email



- Send a thank you email within **24 hours** after your interview that also re-emphasizes your skills knowledge and expertise.
- If you were interviewed by multiple people ask for a business card from each one and send an email to each person on the panel.
 - Personalize each email that you send to a panel of interviewers.
- Add something about the interview that shows your continued interest for the position.

Pro Tip: biginterview



Getting Started with Big Interview

The screenshot shows the UMBC Big Interview dashboard. At the top, a blue navigation bar contains the UMBC logo, links for Learn, Practice, My Tools, My Videos, and Assignments, and user options for Return to UMBC, Back to Admin, and a profile icon for Rachel. Below the navigation bar, a dark blue banner displays the message "Welcome back, Rachel. Continue learning!" with a green "Start Here" button. The main content area features several course cards. The "Fast Track" card (16 VIDEO LESSONS) has a lightning bolt icon, a "Continue" button, and a 6% progress bar. The "Mastery Track" card (50 VIDEO LESSONS) has a star icon, a "Continue" button, and a 6% progress bar. Below these are three more cards: "Interview Playbooks" (143 VIDEO LESSONS, lightbulb icon), "Resume Curriculum" (8 VIDEO LESSONS, document icon), "Written Curriculum" (9 WRITTEN MODULES, book icon), "Negotiation Curriculum" (11 VIDEO LESSONS, handshake icon), and "First 90 Days Curriculum" (21 VIDEO LESSONS, 90 days icon).

UMBC

Learn Practice My Tools My Videos Assignments

Return to UMBC Back to Admin Rachel

Welcome back, Rachel. Continue learning!

Start Here

Fast Track
16 VIDEO LESSONS

Continue

6%

Mastery Track
50 VIDEO LESSONS

Continue

6%

Interview Playbooks
143 VIDEO LESSONS

Resume Curriculum
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Negotiation Curriculum
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90 days
First 90 Days Curriculum
21 VIDEO LESSONS

Career Center



Math & Psychology Building – 201

Drop-in resume reviews: M – F from 2:00 – 4:00pm

We provide help with:

- Resumes
- Cover letters
- Choosing a major or career
- Interviews
- Job and/or internship search strategies
- Graduate School & personal statements
- LinkedIn

Schedule appointment through Handshake or by calling

Follow us on myUMBC, Instagram, Twitter, and Facebook!

Upcoming Events

■ Resume Rescue

- Tuesday, September 13th, 10:00am – 4:00pm, Career Center
- Monday, September 19th, 10:00am – 4:00pm, Virtual

■ Fall Career and Internship Fair

- Wednesday, September 21st, 11:30 am – 3:30pm, RAC

<http://careers2.umbc.edu/calendar>

Thanks for Listening!

Are there any questions?

