

# Interview Workshop

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## **Guest Speaker: Dr. Angela Chen**

Dr. Angela Chen is the current director of UCI's DREAM CENTER. Having served as the Director of the Undocumented Student Program at UCLA, which served over 500 undocumented students, Angela's experiences as an undocumented student throughout her undergraduate career has been an influence for her passion to support the undocumented student community.



# What Is An Interview

The purpose of a job interview is to determine if the applicant is qualified for the position being applied and if the individual would be a good fit for the company. You can also:

- Asses the Company culture
- Evaluate your fit within the company
- Discuss your projected career goals
- Demonstrate your skills



# Key Components of an Interview

- Receiving the interview invitation (phone or email).
- Scheduling the interview
- Preparation
- Meditate or centering (WHAT?)
- Entering into the interview space (phone, zoom, in-person)
- Meeting the interviewer(s) and potentially other interviewee(s)
- Answering questions during the interview
- Asking questions during the interview
- End/close/exit
- Thank you message and follow-up.
- Reflections and notes
- Possible second round



# Gestures

Simple actions such as sitting upright can make a big difference. What does the sitting position convey?



# Language

Do not use profanity or slang!

Profanity and slang usually signal a lack of professionalism, foreshadowing the interviewer that you are not qualified for the position.





## Positive Attitude

Always keep a positive attitude. Interviewers meet various applicants each day. Make sure to stand out showcasing your energy and passion for the position you are applying.

Energy, eye-contact, and facial expressions.



# Attire

Make sure you dress appropriately for the interview. Avoid at all costs wearing a T-shirt and shorts to your interview (unless that's the expectation for the interview)

Wear items that make you feel comfortable and at your best.

ProTip: Wear nice bottoms, even for zoom interviews, you never know if you may need to get out of your seat.







## Research the position and organization

Not necessary, but highly encouraged.

Research about company and gather updated information about the projects being developed or any other current activities.





## Preparation

Do a regressive checklist of your interview day. Start with the time you will allot to arrive to the interview location. Then, backtrack the the entire day until you have considered each activity in you day.

Thus, you will be able to reach your interview prepared and with enough time to anticipate any situation.





## Practice and Prepare

Review typical interview questions and remember be specific but be concise, as those are the most powerful answers. Make a list of the skills required for the position you are applying, then, include them in your answers. The goal is to show that you are qualified for the position.

ProTip: Make a brag sheet.



## **Be Yourself**

Last and most IMPORTANT tip for your interview, be yourself. You are not only a profile, the interviewer will hire you for who you are, remain calm during the interview, answer each question, and be mindful about every moment of the interview as you can improve your communication skills for future interviews.

Highlight your strengths, experiences, and interests. Consider how your proud parent, sibling, teacher, mentor, or friend, would describe you and bring that uplifting energy with you.



# Let's Practice

Question:

Please tell us about yourself and why you are interested in this (position, scholarship, graduate program, etc.)?



## Follow-Up

Even if you did not get the position to which you were applying, it is usually a common courtesy to send a follow-up email thanking the interviewer for their time. Additionally, you can ask the interviewer improvement points for the future.





**Thank you for your attention.**