

INTERVIEWS & JOB OFFERS

Before, during, and after

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CAREER DEVELOPMENT WORKSHOPS

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INTERVIEWS & JOB OFFERS WORKSHOP

INTERVIEWS

BIG PICTURE

- Typically the last step of the job search process
- Most widely used selection method for employment
 - * Shifting market over next 15 years (McKinsey and Co.)
 - * Changing needs; more emphasis on ability to learn
- Also commonly used in selection for internships, fellowships, etc.



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INTERVIEWS *BEFORE*

- **Do your homework**
 - * Research the employer (news, mission, values, successes, challenges, etc.)
 - * Learn as much as possible about the interview and interviewers
 - * Find common questions by occupation/employer/industry (e.g., *Glassdoor*)
- **Prepare**
 - * Be ready to talk about yourself, your work, your education (in great detail)
 - * Be prepared to explain red flags
 - * Be prepared with substantive questions for interviewer(s)
- **Practice, practice, practice!**
 - * Helps manage both verbal and behavioral cues
 - * Helps anxious candidates be more assertive and interpersonally warm



INTERVIEWS & JOB OFFERS WORKSHOP

INTERVIEWS *THE DAY OF*

- **Get enough rest the night before**
- **Bring your materials:** resume, cover letter, references, portfolio, papers authored, list of questions for interviewer(s), writing pad & pen
- **Manage your appearance**
 - * Dress appropriately, on the conservative side
 - * Avoid certain colors, be aware of scents
 - * Clean & sharp: nails, hair, make-up, etc.



Proven Perks of the Power Pose!

Benefits of candidates performing a power pose prior to an interview include boosting confidence, self-esteem & specific physiological responses such as lowered levels of cortisol, the hormone associated with stress. *Cuddy et al. (2015)*



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INTERVIEWS *DURING*

- First Impression: the Goldilocks handshake
- Address the interviewer formally (Ms., Mr., Dr.)
- Non-verbal eye contact, posture, smile, nervous ticks
- Verbal enthusiasm, tone, articulate, volume, fillers
- Listen carefully before answering, do not interrupt!



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INTERVIEWS *AFTER*

- Reflect and self-evaluate
- Send thank you communication
 - * Express appreciation
 - * Reference position and interview date
 - * Your interest in the job, reiteration of your qualifications
 - * Indication that you are looking forward to hearing from them
- Following Up



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INTERVIEWS

ADDITIONAL TIPS AND GUIDANCE

- Have a positive attitude
- Keep your references informed
- Don't interview if you have accepted another offer
- Do not disparage former employers or specific people



Extra considerations for phone interviews

- * Quiet space
- * Plan for extra time
- * Reliable service
- * Prepare early phase questions
- * Have your materials ready
- * Audiovisual: attire, clean background, good lighting

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JOB OFFERS

THE FINISH LINE

- **Receiving a job offer**
 - * most likely over the phone, request it in writing as well
- **Possible reactions**
 - * Sure inform employer that you accept and look forward to joining
 - * Unsure thank them and ask for some time to consider the offer
- **Negotiating**
 - * Salary negotiation can be tricky, be respectful, and have reasonable expectations
 - * Other aspects might be easier to negotiate (e.g. vacation, flexible hours, benefits)

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VISIT US ONLINE!

The screenshot displays the website for UTHealth School of Public Health. At the top left is the logo for UTHealth | The University of Texas School of Public Health. Below it are two main navigation categories: "SIX CAMPUSES >" and "FOUR DEPARTMENTS >". A vertical sidebar on the left lists various site sections: ACADEMICS, RESEARCH, PRACTICUM, PROSPECTIVE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, and CAREER & ALUMNI (highlighted in yellow). A central banner features the text "April 2-8, 2018" and "NATIO HEALT UTHealth S". Below this is a secondary navigation bar with "SIX CAMPUSES >" and "FOUR DEPARTMENTS >" and a list of departments: ACADEMICS, RESEARCH, PRACTICUM, PROSPECTIVE STUDENTS, CURRENT STUDENTS, and FACULTY. The main content area is divided into two columns. The left column is titled "Career and Alumni Services" and includes a "Welcome to Career and Alumni Services at UTHealth School of Public Health!" message. The right column is titled "Students" and features a "Job Search Tips" section with a sub-header "Have a positive attitude." and a list of tips. A "Students" button is located at the bottom right of the main content area. A "Contact Us" button is visible in the top right corner of the website layout.

