

INTERVIEW PREPARATION GUIDE

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GETTING STARTED AND PREPARING

The Interview Preparation Guide will help you through the entire interview process by providing you with tools and techniques on how to prepare for an interview, how to succeed during an interview, and what to do after an interview ends.

CAREER READINESS COMPETENCIES

As you read through this Interview Preparation Guide, you will be encouraged to reflect upon your Career Readiness Competencies as well as learn about the different ways to incorporate them into your interview responses. But what exactly are Career Readiness Competencies?

The National Association of Colleges and Employers (NACE) rates the most desirable transferable skills in potential employees each year. These skills are items that companies/programs identify as essential when considering new college graduates for their workplace.



INTERVIEW PLATFORMS

With new technology emerging and talent being sourced from all over the country, schools and organizations are becoming more creative in the ways they conduct interviews. While a fair amount of interviewers still follow the traditional in-person, one-on-one format, more and more are breaking away from this practice and opting for more unique formats involving technology and/or multiple interviewers.



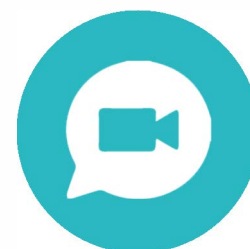
IN-PERSON

Conducted on location where you meet face-to-face with your interviewer(s)



PHONE

Conducted via telephone, no face-to-face interaction with your interviewer(s)



VIRTUAL

Conducted via video or other web interface where you may or may not have face-to-face interaction with your interviewer(s)

REFLECTION AND RESEARCH

Every question in an interview has a purpose and, in most cases, the underlying purpose is so the interviewer can get a better understanding of your core Career Readiness Competencies. Before providing your answer to a question, it's important to first understand what skill/Career Readiness Competency the interviewer is trying to assess with that question.

In order to make a positive impression on an interviewer, you must first know yourself well enough and be ready to articulate your strengths. Having a strong understanding of your interests, skills, and values as they relate to the requirements and qualifications of the position or program is crucial to a successful interview. Interviewers will be looking for you to clearly articulate who you are and what you can offer them to ensure you are the right individual for the opportunity. Perform a self-assessment and look closely at the experiences that have shaped you as a person and as a candidate and be ready to talk about them.

As you reflect on these situations, it is recommended you also review the position/program description to anticipate what questions you may be asked based on the skills and career readiness competencies preferred or required. Visit career.uconn.edu/interviewpreparation and use the **Interview Self-Assessment Worksheet** to help you prepare examples of past experiences that best showcase the skills a company/program may be looking for. You can also schedule an appointment with a career consultant for additional guidance.

UConn

CENTER FOR CAREER DEVELOPMENT

INTERVIEW SELF-ASSESSMENT WORKSHEET

Company/Program Name: _____
Position Title: _____
Interview Date: _____

1. Review the position/program description and write down the preferred and required qualifications as listed.

<u>Preferred Qualifications/Requirements</u>	<u>Required Qualifications/Requirements</u>
--	---

2. Write down the desired skills and interests you see repeated throughout the position/program description.

<u>Skills</u>	<u>Interests</u>
---------------	------------------

3. Reflect on the notes above, as well as the core competencies outlined below, and jot down examples from your past experiences that align with the position/program needs to utilize in your interview responses.





 Critical Thinking / Problem Solving	 Oral / Written Communication
 Teamwork / Collaboration	 Professionalism / Work Ethic

Figure (above): the interview self-assessment worksheet

RESEARCHING THE COMPANY/PROGRAM

Knowing information about the company or program you are applying to, as well as your potential responsibilities, is also a critical element of a successful interview. Not only will your research demonstrate to the interviewer that you are genuinely interested in their company/program, it will also help you feel more confident in articulating why you are the best candidate for the opportunity. This knowledge will also help you formulate questions to ask at the end of your interview, which we will discuss later in this guide.

WHERE TO RESEARCH

- Company/Program website
- Social Media Pages
- Glassdoor
- LinkedIn
- Handshake
- Husky Mentor Network
- Vault
- Peterson's Graduate Search

WHAT TO RESEARCH

- Goals and Initiatives
- History
- Culture
- Dress Code
- Mission and Values
- Competitors
- Interviewers/Key Personnel

PERFORMING A TEST RUN

In addition to your online research, you will also want to become familiar with the physical location of the company or program. Review directions to the facility in advance and, if possible, do a practice-run to the address and prepare alternate travel routes in the event of traffic or unexpected road closures. Knowing how long it will take to get there, where to park if needed, and how to navigate the facility's property will help to ensure you are able to arrive 10-15 minutes early for your interview which is recommended. This extra time will allow you to review your notes, take care of any last-minute personal needs, as well as acclimate to the setting and help reduce the nerves associated with being in a new environment.

NERVE CALMING TECHNIQUES

An interview should be conversational not, interrogational, but sometimes your nerves can prevent you from remembering how to open a two-way dialogue. To help keep your mind clear and focused prior to and during an interview, try practicing some of the nerve calming techniques outlined below:



STAY CONSISTENT

Maintain the same daily routines: bed/wake time, breakfast, coffee, etc.



MEDITATION

Sit quietly and clear your mind of non-interview related distractions; focus on your interview performance and responses



AFFIRMATIONS

Recite positive and uplifting messages to yourself regarding your qualifications



REWARD YOURSELF

Give yourself something to look forward to. Set aside time after the interview for a special treat (ice cream, coffee, conversation with a close friend, catch up on Netflix, etc.)



THE S.T.O.P. METHOD¹

Stop to pause on your thoughts and what you're doing
Take a few deep breaths
Observe what's going on with your body, emotions, and mind
Proceed with an intention to incorporate your observations into your actions

¹Charyk, Chris. "The Mental Trick You Can Use to Get Through Any Stressful Situation." TheMuse, www.themuse.com/advice/themental-trick-you-can-use-to-get-through-any-stressful-situation. Accessed 28 May 2019

THE DAY OF THE INTERVIEW

WHAT TO BRING

What to bring to an interview:

- A padfolio with paper and pen to take notes
- Extra copies of your résumé, application materials, and business cards (one per interviewer, plus one or two extra)
- Optional: A small briefcase or bag
- Optional: A water bottle and mints

What not to bring to an interview:

- Cell phone: Shut it off or leave it in your car (if applicable)
- Oversized and flashy purses, backpacks, or bags
- Chewing gum and food (unless medically necessary)
- Parents, family, or friends

HOW TO DRESS

Interview attire can vary across industry or program and is subject to personal comfort. With that in mind, it is important to consider the dress code of the company/program you will be interviewing with when choosing what to wear.

For more tips on how to dress and make a strong impression on the interviewer visit <http://s.uconn.edu/workplaceattire> or schedule an appointment with a Career Coach.

ARRIVAL

The interview truly begins from the moment you arrive at your destination, and your behavior must reflect that. This includes pulling into a parking lot, arriving at an airport, or even activating your webcam for a virtual interview. As previously mentioned in this guide, it is recommended you arrive 10-15 minutes early for your interview when possible. Arriving any earlier puts stress on the interviewer to begin sooner than intended and any later appears unprofessional.

Proceed with the assumption that the interviewer will ask everyone you come in contact with their opinion of you so remember to greet everyone you meet in a polite and confident manner. Also, be sure you are not carrying any odors that will enter the room before you do, or, linger after you exit (ex. excessive perfume/cologne, smoke, food/beverage odors, etc.).

COMMUNICATION TIPS

Your verbal and non-verbal communication has a big impact on the interviewer's perception of your competence. Below are some tips and tricks specific to verbal and non-verbal communication that you can use to impress the interviewer.

VERBAL:

- Use formal grammar and avoid fillers such as "um," "like," and "you know."
- Stick to professional language and industry-specific terms when appropriate. Avoid colloquial phrases like "you guys."
- Listen carefully to questions in their entirety and respond in a clear, concise, and logical order.
- Try to avoid skipping questions or asking the interviewer to repeat any, which may make it seem like you are not listening. Ask them to rephrase instead.

NON-VERBAL:

- Maintain steady eye contact throughout the entire interview. Aim to be making eye contact approximately 70% of the time.
- Avoid fidgeting or spinning in your seat.
- Maintain good posture – sit forward and alert, not slouched in your chair.
- Maintain professionalism even if the interviewer assumes a more casual demeanor.
- Use hand gestures strategically to add emphasis to answers and demonstrate enthusiasm in a non-invasive/distracting way.

ENDING THE INTERVIEW

FOLLOW-UP QUESTIONS

At the end of the interview, be prepared to ask a minimum of 3-5 well thought out questions. These questions should be a mix of questions you have prepared ahead of time based on your self-assessment and research of the company/program as well as questions that may have come up during the interview. The questions you prepare are intended to allow you to get a better feel for whether or not the opportunity and company/program are the right fit for you. They also show you did your research and have genuine interest in the opportunity. Asking unique, thoughtful questions and jotting down notes to the responses will show the interviewer you are actively engaged and listening.



DO ASK

- Projects you will work on from the beginning
- Training/orientation opportunities
- Current events impacting the company or program
- Company or program's plans for future growth
- Tailored questions based on your research
- Next steps in the selection process

DON'T ASK

- Salary, hours, or benefits
- Housing accommodations
- Vacation time
- Holiday schedule
- Controversial topics
- Company criticisms
- Personal topics

MAKING A STRONG LAST IMPRESSION

As outlined earlier in this guide, the interview starts from the moment you arrive on location; therefore, it's also important to remember your interview doesn't end until you have returned home or disconnected from all virtual components. Make sure to leave a strong lasting impression as you exit your interview.

DO

- Push in your chair
- Reiterate your interest in the position
- Thank everyone for their time/assistance (including receptionists, security guards, etc.)
- Ask for contact information/business cards if not provided

DON'T

- Leave garbage behind
- Remove or adjust interview attire
- Check your cell phone as you're leaving the building

INTERVIEW QUESTIONS AND RESPONSES

TYPES OF INTERVIEW QUESTIONS

There are three main categories of interview questions you are most likely to encounter during an interview: Traditional, Behavioral, and Case.

1. TRADITIONAL

Allows the interviewer to get a better understanding of your personality, background, and values.

Examples:

- Tell me about yourself.
- What are your strengths/weaknesses?
- Why are you interested in this company/program?

2. BEHAVIORAL

Allows the interviewer to assess how you will react to situations in the future based on your reactions and behaviors to similar situations in the past.

Examples:

- Give me an example of a time you motivated others.
- Describe a moment when you worked with a person whose background, values, and beliefs were different than yours.
- Tell me about a time you failed.

3. CASE

Allows the interviewer to assess your analytical skills and approach to problem solving in a real-time environment.

Examples:

- How many traffic lights are in New York City?
- Your client, with a steady decline in sales, asked you to develop a proposal to make them more competitive in the marketplace. How do you do this?
- There are two escalators to come up from the subway but only one to go down. Why?

Visit career.uconn.edu/interviewpreparation for additional information on various types of interview questions and formats including:

- Ethical Interview Questions
- Multiple Mini Interview (MMI) Questions
- Inappropriate/Illegal Interview Questions
- Panel and Group Interviews
- Virtual and Phone Interviews
- All-Day Interviews

ANSWERING INTERVIEW QUESTIONS

HOW TO BUILD A NARRATIVE

As mentioned earlier in this guide, an interview is meant to be conversational; delivering your responses to interview questions in a narrative format will help you do just that. Answering an interview question should be similar to the way you would carry on a conversation with a friend using detailed stories and examples. Painting a visual picture through your words not only allows the interviewer to gain insight into your thought process, but also how those stories and examples will benefit them by offering you the position.

Plan ahead and think of several situations that you could use to answer multiple questions.

Use a variety of examples; try to include jobs, internships, volunteer experience, or academic projects

Don't be too literal. Explain every response even if asked for only a few words.

Focus on the experiences that are most relevant to the position/program you are applying to.

It's OK to talk about personal situations or conflicts if related to the particular position but avoid sharing private details.

Remain alert to the interviewer's body language and non-verbal cues to help stay on track and avoid rambling.

DECODING THE QUESTION

Before providing your answer to a question, it's important to first understand what skill/career readiness competency the interviewer is trying to assess with that question. Having a good understanding of what the interviewer is looking for based on the requirements of the position will help you select the best example to speak about in your response. Reflect upon your answers in the self-assessment activity earlier in this guide to help relate your skills to the interviewer's needs.

The rest of this section will demonstrate how to answer specific types of questions as well as the career readiness competencies an interviewer may be trying to assess. (Note: the career readiness competencies outlined in the table below are only for reference and not meant to infer these are the only competencies assessed by these questions.)

QUESTION TYPE (EXAMPLES)	QUESTION (EXAMPLES)	COMPETENCIES CONSIDERED (EXAMPLES)
1. Traditional	Tell me about yourself.	Professionalism/Work Ethic Self Awareness and Career Management
2. Behavioral	Tell me about a time you took initiative.	Teamwork/Collaboration Leadership
3. Case	How many traffic lights are in New York City?	Critical Thinking/Problem Solving Oral/Written Communication

TRADITIONAL QUESTIONS

TELL ME ABOUT YOURSELF

This question, or some variation of it, will almost always be asked in an interview. While this question seems simple, it has layers and depth, so preparing an answer ahead of time will help you make a strong first impression on the interviewer. Your prepared answer can be about two minutes in length. Use this time wisely; make sure you do not ramble for too long about one particular activity or experience. How you answer this question sets the tone for the remainder of the interview so remember to engage the interviewer and show enthusiasm!

WHAT TO INCLUDE

- **Explain your background and your story.** Explain a little about who you are and why you are interested in the opportunity. How did you first know the field was a good fit for you? Choose an aspect of your professional identity that makes you stand out and talk about it. How does your class experience connect to this position or program? What are you currently involved in that may relate?
- **Provide a brief summary of a few relevant skills and experiences.** Talk about internships, on-campus involvement, academic projects, and volunteer experiences that match the opportunity you are interviewing for.
- **Discuss your future plans.** Where do you see yourself in 3-5 years, and how does this opportunity help you get there? Explain how this position or program is the next logical step in your career path.

WHAT NOT TO INCLUDE

- **Generic opening.** Don't begin your response with "My name is ____, and I'm currently a ____ at UConn studying ____."
- **Personal activities.** Avoid talking about hobbies or interests unless relevant to the position.
- **True confessions.** "I'm looking for a new job because I hate my boss!"
- **The commercial.** Make your answer genuine and natural, not rehearsed or robotic.
- **Lying.** Always be honest and focus on the positives; don't just tell them what they want to hear.
- **The résumé.** Do not simply repeat or read off your résumé. Instead, summarize key points of it.

EXAMPLE: "TELL ME ABOUT YOURSELF."

"I have very vivid memories from the time I was about 5-years-old of my mother telling me I 'was going to do great things' when I grew up. I've always had an inquisitive side and remember sitting in my room taking apart toys to find out how and why they worked rather than just playing with them the way my siblings did. It was that desire to understand the inner-workings of items that led me to want to major in Civil and Environmental Engineering at UConn. As a rising senior, I have already completed numerous academic projects and have been actively involved with my town's Department of Public Works as an assistant to the Town Engineer for the past four years. Through these experiences, I have learned a great deal about time management, technical design plans, municipal improvement projects, and leadership which I feel will allow me to excel in this particular position given the nature of the road rehabilitation and infrastructure development projects outlined in the job description. I hope to utilize the skills gained from this internship to obtain a formal position as Assistant Town Engineer upon graduation and eventually pursue graduate school to obtain the education required to make an impact at a much bigger level."

STRENGTHS AND WEAKNESSES

SPEAKING ABOUT STRENGTHS:

Choose a skill or a quality you possess that is relevant to the position, and be ready to provide a few examples of how you have used that skill in the past. Be sure to avoid general phrases or traits like “hard working” or “dedicated.” Rather, focus on transferable skills that you can articulate to the interviewer. Back up your answer with an example from your résumé. When did you gain or exemplify this strength? Elaborate with an example or story rather than just telling them.

SPEAKING ABOUT WEAKNESSES:

Being able to identify and articulate honest and genuine weaknesses is essential to a successful interview. The key to answering this question is to pick a skill or quality that is not necessary for the job or program but is not so unrelated it is superfluous. After you briefly describe your lacking skill or trait, be sure to describe ways in which you are improving or planning to improve that skill. Be as specific as possible when describing what you are currently doing to improve in this area.

TRANSFERABLE SKILLS

are abilities, attributes, and personal qualities obtained during your study and experiences that you can use across industry lines.

Examples include: administrative, analytical, creative, critical thinking, customer service, interpersonal leadership, multitasking, organizational, persuasion, problem-solving, quantitative, teaching, teamwork, technological, time management, and verbal/written communication skills.

EXAMPLE: WHAT IS YOUR GREATEST STRENGTH?

“I would have to say I have strong communication skills, both verbal and written. When I was a camp counselor at The Hole in the Wall Gang Camp last summer, I had to communicate clearly and effectively with campers to ensure they were having a fun, yet safe summer experience. I did so by facilitating a daily meeting every morning to make my campers aware of each day’s planned activities, ask which they were interested in participating in, and get feedback about the activities that took place the day before. I also communicated with their family members through phone calls, emails, and in-person interactions on visiting days to keep them updated on camp events and their camper’s wellbeing. Both my campers and their parents appreciated my effort to keep everybody informed and to cater the camp experience as much as possible to each camper’s interests. I know I could bring a strong communication skillset to a classroom by effectively communicating in similar ways with students as well as parents or guardians on a regular basis.”

EXAMPLE: WHAT IS YOUR GREATEST WEAKNESS?

“Since I am most interested in focusing on English and language education, I sometimes face difficulty with tasks that involve analyzing numbers or other types of data. I often excel when class assignments involve reading and/or writing because that is how I learn best, but I am hesitant and less confident when working on assignments that involve data analysis or interpretation. When I first came to UConn, I was excited to find out that there was not a math requirement for my major. I soon realized, however, that I would have to be doing at least some numerical analysis in my work as a teacher, so I decided to take a statistics course to develop my skills in this area a little bit more. The course was not easy for me; I spent many hours in my professor’s office and studying with classmates, but I was able to finish the course with a B+ and now feel much more comfortable with numbers.”

BEHAVIORAL QUESTIONS

THE S.T.A.R.R. METHOD

When answering behavioral interview questions, the best answers usually contain five important parts. To remember them, use the S.T.A.R.R. acronym, which stands for Situation, Task, Action, Result, and Relate.

EXAMPLE:

“TELL ME ABOUT A TIME YOU TOOK INITIATIVE.”



SITUATION

Give a brief overview that provides context.

"I am a resident assistant (RA) at the University of Connecticut. This position requires organized leadership and initiative because I am responsible for hosting educational and social programs that are of interest to 30 undergraduate students in a residence hall on campus."



TASK

Describe the task or project you had responsibility for.

"When thinking about planning my first educational program of the semester for the students that live on my floor, I wasn't exactly sure what topics my residents would want to learn about."



ACTION

Explain the action steps you took to approach the situation.

"Instead of just picking out topics on my own, I conducted a survey and needs assessment for the students to fill out. I handed out the survey to my residents, letting them know I would put together programs for the year based on their recommendations. I gave them two days to turn in their surveys by placing them in an envelope outside my door, which was accessible 24/7. I analyzed the results and found that internships, helpful study skills, and a few other topics were the most chosen. I did some research to determine whether or not there were many resources on campus that had information on these topics. After identifying the departments, I contacted each one of them to find out if they would be interested in presenting to my residents."



RESULT

Remember to include the outcome of the situation.

"Fortunately, I was able to bring in three different offices to give presentations to my students regarding the topics they expressed the most interest in. My residents really enjoyed the educational programs, and each had approximately 40-60% attendance, which was drastically up from last year. My supervisor praised my initiative in conducting the survey and needs assessment in order to develop programming that my students were truly interested in, and asked me to share it with my fellow RAs so that they could use it with their students as well."



RELATE

Explain what you learned from this experience and how it will benefit the company/program.

"My ability to think outside of the box and approach all situations in unique and creative ways, as I did with the needs assessment, will surely be an asset to this position. I understand that there will be a lot of project work assigned to the individual that fills this role, and my approach to tackling challenges head-on, combined with my ability to foster excellent working relationships with project team members, will ensure deadlines are met in the most effective and efficient ways possible."

CASE QUESTIONS

Have you ever had a math teacher tell you to “show your work” on a homework assignment or exam? Well, that same concept applies to answering case interview questions. When responding to these types of questions, it is important to clearly articulate your thought process in your narrative as the interviewer will be assessing your critical thinking skills as opposed to your prior experiences and skills. The interviewer will expect you to present a conclusion, however, the accuracy of your conclusion is not as important as the thought process you used to come to it, and your reasoning that supports it.

TYPES OF CASE QUESTIONS AND EXAMPLES:

BUSINESS

May require you to conduct financial and/or economic analysis and at times involve technical math or additional research.

- The global market for wireless headphones is growing at a rate of 4% a year, yet your client, Earbuds Inc., is seeing a steady decline in sales. The client has asked you to identify why their sales are declining and develop a proposal to make them more competitive in the marketplace.

LOGIC

May require you to provide a conclusion in a short amount of time with limited to no resources using only common sense.

- How many traffic lights are in New York City?

BRAINTEASER

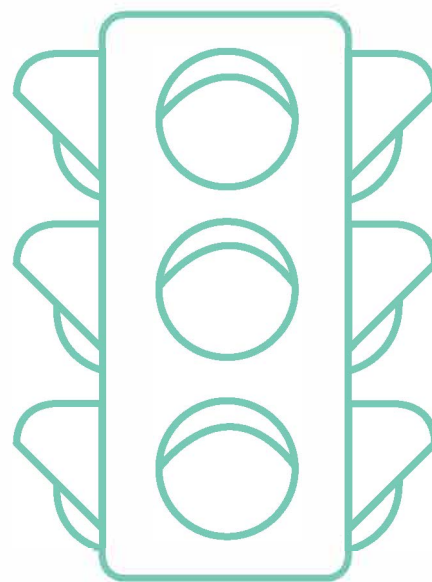
May require you to provide theoretical estimates or explanations.

- The city subway system has two escalators going up to the street but only one going down to the subway. Why?

EXAMPLE:

“HOW MANY TRAFFIC LIGHTS ARE IN NEW YORK CITY?”

“To determine the total number of traffic lights in New York City, I first would have to take into account the number of individual lights within the five boroughs of Manhattan, Queens, The Bronx, Brooklyn, and Staten Island. According to a 2013 Department of Transportation report I discovered on [ManhattanTrafficLightInfo.com](#), there are approximately 21 traffic lights per square mile in Manhattan alone. Operating under the assumption this is the average number of lights per square mile for each of the five boroughs, and discovering through Wikipedia that the square mileage of each borough is as follows: Manhattan (22.83), Queens (108.53), The Bronx (42.10), Brooklyn (70.82), and Staten Island (58.37), I was able to deduce there were approximately 6,355 traffic lights in New York City as of 2013. Accounting for a 1% increase in lights for each borough based on changing infrastructure over the past 5 years, I would conclude there are roughly 6,418 traffic lights in New York City as of today's date.”

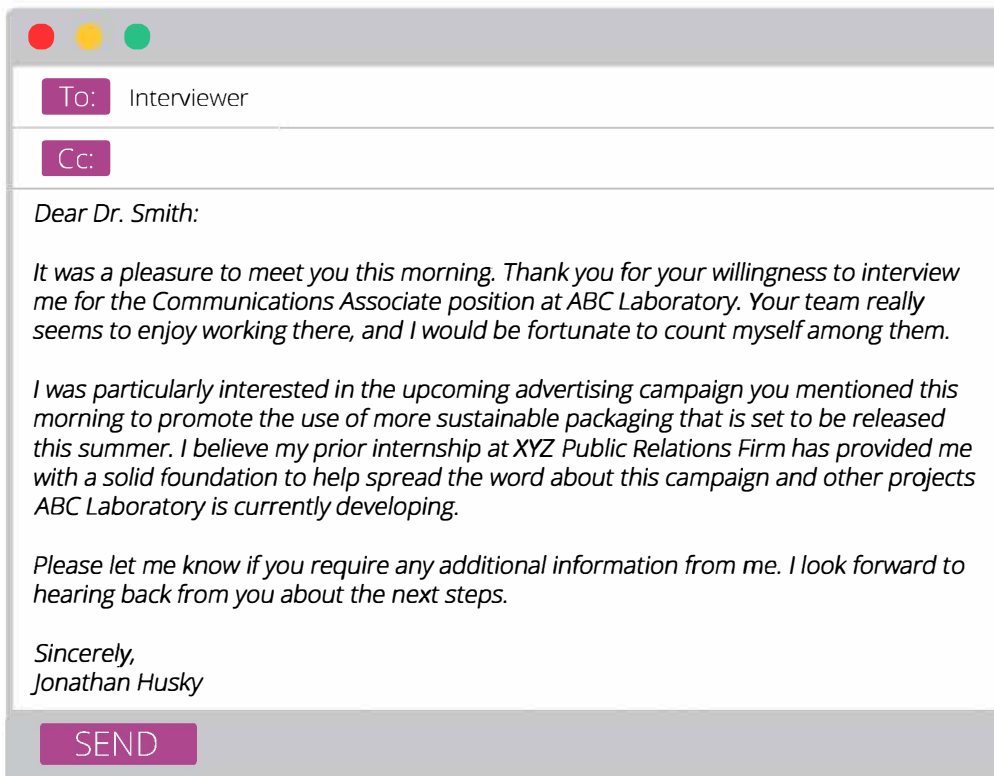


The information contained in this sample response is purely fictitious and for demonstration purposes only. It should not be used as an actual response in an interview if asked the same question.

AFTER THE INTERVIEW

THANK YOU NOTES

Always send a thank you note! Send a short note via email within 24 hours of the interview to each person who interviewed you. An additional mailed hand-written letter or card is encouraged but not required. If you met with multiple people, it is recommended you send a personalized letter to each individual. An example is included below.



Be sure to thank them for their time and reiterate your interest in the position. Mention something you recall from the interview, such as a unique insight or story. This will make you stand out as well as show you were really invested in the conversation you had. Lastly, thank them again for their time and inquire about additional steps.

SELF-REFLECTION

It's a good idea to perform some form of self-reflection within 24 hours after the interview while the details are still fresh in your mind. Performing a self-reflection helps you identify areas you think went well during the interview as well as areas you'd like to improve upon. This will help you debrief your experience, prepare for additional interviews in the future, and help you decide if the company or program is the right fit for you.

Visit career.uconn.edu/interviewpreparation to find the Interview Self-Reflection Worksheet to help you reflect after an interview or schedule an appointment with a career consultant for additional guidance.

OFFERS

Occasionally, companies/programs may extend offers on the spot, however, they may also need additional time to interview and assess remaining candidates. Regardless of when you receive an offer it's recommended that you not say "yes" or accept immediately as this will cause you to lose your chance to negotiate if desired. When responding, first thank the individual you are speaking with for the exciting news and reaffirm your enthusiasm for the position. Then ask if you may have some time to review the offer. Demonstrating enthusiasm does not tip your hand for negotiations later. The scripts below can help provide you with guidance on how to respond when you receive an offer.

TIP: REQUEST YOUR OFFER IN WRITING

Requesting your offer details in writing is important to making sure you and the company/program are on the same page with your offer details and there are no unexpected surprises. Seeing all details of the offer beyond what was extended verbally, not only helps you make an informed decision and negotiate appropriately, it can also be a visual aide to help you balance multiple offers.



Grad School Program Script

"Thank you very much for reaching out to me, this is great news! It was a pleasure getting to know everyone throughout my interview process and I look forward to the prospect of continuing my education at _____ in the _____ program. While I am extremely excited for this opportunity I was hoping I might have some time to further review the details of my offer before confirming my acceptance. Could you please advise when you would like my decision by?"

Company Script

"Thank you very much for reaching out to me, this is great news! It was a pleasure getting to know everyone throughout my interview process and I look forward to the prospect of working with them at _____. While I am extremely excited for this opportunity I was hoping I might have some time to further review the details of my offer before confirming my acceptance. Would you be able to send me an official letter in writing outlining the details of this offer as well as when you would like my decision by?"

After having the above conversation, we recommend you call the Center for Career Development as soon as possible to schedule a career coaching appointment. A Career Consultant can help guide you through how to accept or decline the offer, how to balance multiple offers or ask for more time, and how to negotiate the offer. These types of conversations should usually be had with an employer about 48-72 hours after the offer is extended.

Do not accept an offer that you do not intend to keep; going back on an offer, also known as renegeing, reflects poorly on you as a professional and can have negative future implications on your career. The Center for Career Development also recommends that you cease any additional job searches upon acceptance of an offer.

UNABLE TO SCHEDULE AN APPOINTMENT WITH THE CENTER FOR CAREER DEVELOPMENT?

Visit www.career.uconn.edu and search "salary" for more information on how and when to negotiate an offer.

CENTER FOR CAREER DEVELOPMENT RESOURCES

The tips and techniques shared in this guide are great starting points to help you prepare for future interviews however they are not exhaustive of the support the Center for Career Development is able to provide. Visit career.uconn.edu to learn more about the ways we can help you prepare for your interview or check out some of our featured resources below.

PRACTICE INTERVIEWS

Participating in a practice interview with the Center for Career Development can help you make your best impression on an employer or program representative. These appointments are designed to expose you to traditional and behavioral style interview questions in a simulated interview role-play as well as provide you with personalized feedback and best practices for real interviews in the future. Log-on to your Handshake account to schedule a practice interview with a Center for Career Development staff member.

PRESENTATION AND WORKSHOPS

Interviewing presentations and workshops are open to all individuals interested in learning more about the process of interviewing. Each event is designed to provide interviewing tips and strategies that focus on some of the toughest aspects of interviewing. Visit the Center for Career Development's event calendar to find out when the next interviewing presentation or workshop will be offered.

BIG INTERVIEW



Big Interview is a self-paced virtual interviewing website that allows you to read content, view sample questions, and conduct practice interviews using your own web cam. The program allows you to select customized interview questions by industry or career readiness competency to help you feel more confident in your responses. In addition, Big Interview offers video-based lessons that help you navigate the interview process from start to finish based on how much time you have to prepare. These lessons provide valuable information on topics including analyzing the job description, interview best practices, answering inappropriate interview questions, and more. Access Big Interview by visiting uconn.biginterview.com and clicking "Register". Be sure to use your UConn e-mail address when creating an account.

HUSKY MENTOR NETWORK

The Husky Mentor Network is an on-line mentoring platform that connects you with alumni and key professionals within UConn's vast network for one-on-one career conversations, résumé critiques, practice interviews, and more. Connecting with alumni in the field can help you gain an advantage by learning how to showcase your skills and experiences from professionals who were once in your shoes. Visit uconn.firsthand.com to start connecting with alumni.

CAREER ON DEMAND

Career on Demand is a vast on-line library that houses videos on a variety of career-related topics, accessible to UConn Nation 24/7 via their computer, tablet, or mobile device. Visit career.uconn.edu/ccdondemand to learn more.

SUPPLEMENTS AND QUESTION BANK

Our carefully researched and hand crafted supplements will provide you with additional information related to alternative interview formats including all-day interviews, panel and group interviews, and more. In addition, our extensive question bank will provide you with industry specific sample interview questions to help you further prepare and practice your responses. Visit career.uconn.edu/interviewpreparation to browse these resources.