



APCO 2018

August 5-8 | Las Vegas, NV

Interviewing Tips & Tricks

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August 7, 2018



What type of Interview is it?

- Phone Interview
- Skype Interview
- In Person Interview
- Panel Interview
- 1:1 Interview
- Multiple Interviews in 1 day

Before the Interview

- Research the company
- Research the people who will be interviewing you
 - Look at their LinkedIn pages
- Prepare questions
- Get directions where you're going!



Clean up your Social Media

- 70% of employers use social media to screen candidates
- 54% of employers choose **not** to hire a candidate based on social media
- Social Sweepster: App that detects inappropriate language, content and photos

When you're on a job interview and they pull up your Instagram. 🌐



Dress the Part

- Always dress to impress!
- Clothing should be neat, clean, and ironed!
- Stay on the conservative side
- Beware of bright colors
- Keep accessories to a minimum
- Utilize the company's dress code
- Be careful of cologne & perfume



Nonverbal Communication

- *Noun:* aspects of communication, such as gestures and facial expressions, that do not involve verbal communication but which may include nonverbal aspects of speech itself
- Facial Expressions
- Gestures
- Eye Contact
- Shaking Hands
- Physical Touch

Test your Nonverbal Skills



During the Interview

- Listen
- Don't talk too much
- Use appropriate language
- Don't be cocky, be confident



During the Interview

- Make sure to actually answer the question
- Conduct a Mock Interview
- Tell me about yourself
- Why are you thinking about leaving your current job?
- What is your greatest strength and weakness?
- Why should we hire you?



How to answer the question!

S

Identify the **SITUATION** or problem you solved or encountered.

T

What was the specific **TASK** or targets?
(who, what, when, where, what's required)

A

Detail your specific **ACTION**.
What did you do? How did you do it?

R

Explain the **RESULTS**. Quantify.
(savings, accomplishments, recognition, etc.)

Always ask questions!

1. Can you tell me more about the day-to-day responsibilities of this job?
2. What do you think are the most important qualities for someone to excel in this role?
3. Can you describe this company's culture?
4. What do you like best about working for this company?
5. How do I compare with the other candidates you've interviewed for this role?
6. What are the next steps in this interview process?
7. What's the most important thing I can accomplish in the first 60 days?
8. Whom should I reach out if I have further questions?

Quick Tips!

- Be on time, which means early!
- Follow up- write a thank you note!
 - 75% of employers state that thank you notes affect their decision making
- Bring copies of your resume





Join us for Resume Reviews!

Two career counselors from University of Nevada, Las Vegas, will be available to provide individual feedback and tips on how to enhance your resume and help you advance in your career. Each counselor will review resumes in a private and confidential setting on:

Monday, August 6: 10:30 a.m. – 4:30 p.m.

Tuesday, August 7: 10:30 a.m. – 3:30 p.m.

QUESTIONS?

Contact careerservices@unlv.edu for more information or if you'd like to partner with us!

Thank you for participating!

Please complete your session evaluation online.

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