Interviewing with Confidence
By Mariah Cowan, Communications Assistant

“Confidence doesn’t come when you have all the answers, but it comes when you are ready to face all the questions.” — Unknown

Whether you are preparing for your first interview, or have been interviewing for a while, the key to being a successful interviewee is confidence. You don’t enter an interview knowing exactly what a hiring manager will ask but by having a positive mindset, self-confidence, and being prepared, you will be ready to answer any question thrown your way. Remember that the recruiter or hiring manager called you for an interview, meaning they selected you and noticed your potential. Once you’re in an interview, it’s up to you to prove that you are the best candidate for the position. You have to believe that you are the person for the job. If you don’t feel that way, then they won’t either.

Get To Know Yourself
After an immense of amount of time spent searching and applying for jobs and internships this fall, I landed a fair number of interviews at some great companies. Although I think landing the interview is the hardest part of the job search process, the nerves started to kick-in once I actually got called for an interview. After participating in a few, I now believe the key to interviewing with confidence is being able to speak clearly about your experiences and what you can bring to the company.

I answered the infamous “tell me about yourself” question many times and noticed that I was more relaxed and less nervous about giving my pitch each time. When you know yourself, interviews are simply conversations. As I prepared for each interview, I gained a better understanding of what I wanted in my career which allowed me to better speak about my goals, experiences, strengths, weaknesses, and why I would be the perfect fit for a role or organization. When you think about it, the whole interview is basically an extended “tell me about yourself” question. By knowing my experiences, I was able to speak about them in a way that would make the employer interested in what I had to offer and relate my experiences to the role that I was applying for. For instance, I had examples to share about times when I worked in groups, or a time...
It’s a given that a good grade point average (GPA) is very important to potential employers. According to the National Association of Colleges and Employers (NACE) annual Job Outlook survey, many employers say they screen by GPA. But beside strong academic performance, what else do they look for?

Employers considering new college graduates for job openings are looking for leaders who can work as part of team, communicate effectively, and solve problems. Here are the top ten skills employers want; are they represented on your resume?

**Skills Employers Want to See on Your Resume**

1. Leadership
2. Ability to work in a team
3. Written communication skills
4. Problem-solving skills
5. Strong work ethic
6. Analytical/quantitative skills
7. Technical skills
8. Verbal communication skills
9. Initiative
10. Computer skills

Courtesy of the National Association of Colleges and Employers
As a hiring manager, here are a dozen things I’m listening for when I ask behavioral questions:

- Do you take responsibility for your actions in a challenging situation, or do you project the problems onto others or the “circumstances”?
- Can you accurately and concisely identify the real problem/Challenge, explain your Actions, and describe the Result of your actions? (CAR)
- Do you learn from your challenges/mistakes, or do you treat them all simply as hurdles you have to put up with?
- Does frustration/irritation show in your answers…or does a can-do attitude shine through?
- Do you show empathy for and understanding of others in situations, or do you project a “my way” or “victim” attitude?
- Do you show belief in your ability to overcome challenges, or do you magnify them?
- Have set-backs derailed your progress, or have you shrugged them off and moved forward?
- What did you REALLY do on that team project? Can you relate the Situation/assignment, Tasks you were assigned, Actions you took, and Results that you measured? (STAR)
- How do you assess/explain your successes? Are they all “just about you,” or do you appropriately/humbly share credit?
- Do you express open-mindedness and humility in response to feedback you have received?
- Do you discuss including others – in a positive way – in problem solving/decision making?
- Are you enthusiastic when you talk about helping others or going above and beyond on something, or do your answers show more obligation than eagerness?

Here are a few more things I’m listening for…

When I ask about failures/weaknesses/disappointments, etc., I really want to know if you “own” your behavior, know how to break down and solve problems, view obstacles as stumbling blocks or opportunities, have the motivation to push through and finally succeed, and grow from the experience.

When I ask about successes/achievements, I want to know how and what you actually contributed if it was a team project, how humble you are in terms of assessing your success, and whether you can clearly and concisely tell me about the process you used to gain the success. In other words, is your success repeatable because it is process driven or did you get lucky?

When I ask questions about your goals, I am looking to gain insight into your values and how you measure success or progress. Can you articulate why something is important and can you chart a reasonable course to try to achieve it? This also provides insight into your “core” motivation…which is what will drive you to reach your success potential.

When I ask about the kinds of environments that have brought out the best in you, it helps me to know whether you prefer hands-on or hands-off…are you needing someone to provide motivation, or are you a self-starter?

As you think about preparing for interviews, remember that you will get a lot of behavioral questions. Hopefully after reading this, you will understand that the interviewer is using those questions to try to gauge how you will react/respond to daily situations in their firm. They are listening for more than the “answers.” They are attempting to discern the traits/strengths behind those answers and measure your success potential based on what they know about how their other successful employees “behave” (react/respond). And that is a very good thing! A really good interviewer will never offer a job to someone who can’t be happy and successful in the role. As much as you think you want a particular job, always hope that the interviewer is very capable and will spare you much disappointment and unhappiness if it really isn’t a great fit for you. That said, you are responsible to make certain that you are responding in a way that best captures your success potential. Now that you have a little more insight into the real questions behind the questions…it may be time to give a little more thought to your answers.

This article originally appeared on the ASK blog. To learn how to connect with Lynn and other ASK Mentors like her, please visit ask.depaul.edu.

Questions? Call us at 312.362.8281 or email us at ask@depaul.edu.
Resume & Interview Prep

Walk-in Advising
No appointment necessary! Peer career advisors are available for walk-in appointments and can teach students and alumni about Career Center services, including DePaul’s web-based system Handshake, On-Campus Interviewing (OCI), resume resources, career mentors, workshop and event registration and much more.

Resume Drive Thru
Wednesdays and Thursdays
Offered quarterly, weeks 2-10
3:00 – 5:00pm (both days)
LPC Learning Commons

Wednesdays
4:30 – 5:30pm
DPC 8th floor

Thursdays
12:30 – 1:30pm
DPC 8th floor

Need resume help? Don’t have time to set an appointment? Cruise on over for a Resume Drive Thru! Career Center staff will be standing by to help you create or revise your resume. Stop by for a resume tune-up!

Practice Interviews
The Alumni Sharing Knowledge (ASK) Volunteer Network gives you the opportunity to enhance your interviewing skills by meeting with an ASK Volunteer. During the one-on-one session, you will participate in a mock interview and receive helpful tips and feedback. Visit ask.depaul.edu to view the schedule. Contact ASK at (312) 362-8281 or ask@depaul.edu with questions or scheduling concerns.

Job & Internship Fairs
Job & Internship fairs are free. Unless otherwise noted, the Job & Internship fairs are not open to the general public. You must be a DePaul student or alumnus to attend.

Winter Internship Fair
Friday, February 12
10:00am – 2:00pm
Student Center, Lincoln Park Campus
2250 N Sheffield Ave

Don’t miss this opportunity to connect with top employers recruiting for internships! DePaul University’s Winter Internship Fair is designed exclusively for DePaul students and alumni. Recruiters from multiple industries will be seeking qualified candidates for internships in a variety of capacities.

Please note that this fair is NOT open to the general public. You must be a DePaul student or alumnus to attend. Professional dress is strongly recommended.

Creative Job & Internship Fair
Tuesday, March 1
3:00 – 6:00pm
DePaul Center, Loop Campus, 1 E Jackson Blvd

Concourse Level

Calling all designers, copywriters, animators, artists, producers, creative thinkers and more. Students of all experience levels are encouraged to attend to learn about the many internship and full-time job opportunities that are available in creative roles throughout a variety of industries. Check Handshake for the most up-to-date details on this event.

Education Fair Consortium
Thursday, March 3
2:00 – 5:00pm
University of Illinois-Chicago
750 S Halsted St, Chicago

University of Illinois at Chicago, DePaul University and Loyola University welcome employers, schools and districts seeking teachers, administrators, advisors, and counselors for current and future openings in all areas and levels of education.

S P R I N G Q U A R T E R

Just In Time Job Fair
Tuesday, June 14
10:00am – 2:00pm
Student Center, Lincoln Park Campus
2250 N Sheffield Ave

DePaul University’s Just In Time Job Fair is designed exclusively for DePaul recent graduates, students and alumni. Recruiters from a wide variety of industries will be seeking qualified job, internship, and post-graduate service volunteer candidates of all majors and experience levels at this event. This fair is deliberately held following commencement weekend, in the hopes to connect DePaul candidates to immediate opportunities!

Please note that this fair is NOT open to the general public. You must be a DePaul student or alumnus to attend. Registration will open in March 2016. Walk-ins are welcome with DePaul ID.

Register for events on depaul.joinhandshake.com
Career Networking Events

Networking Events often consist of a panel discussion followed by an informal reception where you can speak with panelists in small groups or one-on-one. Professionals share information about career paths, industry trends, specific companies and professional development.

WINTER QUARTER

Mad for PRAD
Wednesday, January 20
5:00 – 7:00pm
DePaul Center, North Cafe, 11th floor, Loop Campus
The MAD for PRAD networking event is an opportunity for you to connect with industry professionals, gain insight to the future of the field, learn what day-to-day life is like in some of the Chicago’s top PR and Advertising organizations and more. This is a can’t-miss networking opportunity for students interested in pursuing a career in Advertising or Public Relations.

Careers in Technology
Wednesday, January 27
5:00 – 7:00pm
Pre-Event Workshop: “Perfecting Your Pitch”
4:00 – 4:45pm
DePaul Center, 1 E Jackson Blvd, Loop Campus
Explore career paths with professionals in your industry! This event will provide opportunities to: Gain insight through a keynote address; Participate in topic roundtable discussions with technology professionals from a variety of career backgrounds, companies, and industries; Meet and network with DePaul alumni and technology industry professionals; and Practice and perfect your “elevator pitch” before the networking event in a 45-minute workshop.

Food will be provided. Students and alumni of all backgrounds and experience levels are encouraged to attend.

Business of Philanthropy
Tuesday, February 2
3:30 – 6:00pm
DePaul Center, North Cafe, 11th floor, Loop Campus
Wondering how to make a difference with your major while making a living? Hear from professionals, entrepreneurs, and DePaul alumni about working within the business-side of philanthropy. You will: Hear directly from industry experts and recent grads about their careers; Learn what is needed or valued in the field; and Cultivate your conversation skills, build relationships and practice professional etiquette.

Science and Health Graduate School Forum
Friday, February 19
1:00 – 4:00pm
McGowan South, 1st Floor Atrium, Lincoln Park Campus
Considering health and science-related masters, doctoral, or professional programs? Whether you’re interested in pursuing your M.S., Ph.D., M.D., M.S.N., D.P.T, or another type of post undergraduate degree in preparation for a career in the health and science arenas, this event is for you! Come learn about the admissions process, explore ways to prepare yourself to be a strong candidate, and connect with representatives from graduate and professional programs.

International Opportunities Information Fair
Tuesday, February 23
11:00am – 1:00pm
Student Center, Atrium, Lincoln Park Campus
Details forthcoming. Check Handshake for updates.

SAVE THE DATE
Watch careercenter.depaul.edu and Handshake for additional networking events in Spring quarter covering industries and topics such as:

• Science and Health
• Corporate/Government Accounting
• Working for the Common Good

ASK Networking Breakasts

Connect with Alumni Sharing Knowledge (ASK) mentors, alumni professionals, and students at a monthly networking breakfast. Register at ask.depaul.edu.

8:30 – 9:30am
DePaul Loop campus
DePaul Center, 1 E Jackson Blvd

ASK Networking Breakfast Series 2016

Winter Quarter – Wednesdays

January 27, 2016
How to Be a Great Mentor & Mentee
Celebrate National Mentoring Month by learning best practices on becoming a better mentor and mentee.

February 17, 2016
How to Manage Your Boss
“People don’t quit jobs; they quit bosses.” Learn tips on how to collaborate with your boss in creating an enjoyable work environment.

Spring Quarter – Thursdays

April 21, 2016
How to Work in a Multi-Generational Team
Today’s workplace has three generations of workers. Gain understanding of what’s similar and different about each one’s work style, preferences, and values.

May 19, 2016
How to Nuture Your Network
Go beyond collecting business cards and learn how to build strong relationships.

June 2, 2016
How to Thrive in Your New Job
Starting a new job, whether entry level or experienced, is an exciting time. Hear tips on how to navigate any new work culture and make a great impression.

March 9, 2016
How to Meet Professionals in Your Field
You gain valuable insights from people who are already in your desired career. But how and where can you find them? Learn about resources that can help you be more strategic in your network.
Navigating Your Career Change

Experienced professionals who are considering or already involved in the process of changing careers will benefit from this workshop. Learn how to develop a plan for your career change by identifying the development components you need to work on most. This workshop will help you identify the type of transition you are attempting and assess its level of difficulty.

Monday, March 14
5:30pm – 7:00pm DPC 9500

Workshops

30 in 30: Perfecting your Pitch
One of the most important elements in networking and building your personal brand is your elevator pitch. Get ready for upcoming job fairs and networking opportunities. Join us for a 30-minute workshop to perfect your 30-second pitch. Learn the components in developing a strong and effective pitch and have an opportunity to practice.

Monday, February 22
5:00 – 5:30pm DPC 9500

Ace Your First Professional Interview
Preparing for interviews can give you the confidence you need to highlight your strengths. This workshop teaches you how to prepare for the interviewing and post-interview follow-up process. You will be introduced to the various types of interviews, includin behavioral interviewing.

Monday, January 25
12:00 – 1:30pm DPC 9500
Tuesday, March 1
5:00 – 6:00pm Teleconference

Campus Employment 101
Looking for tips on finding an on-campus job? An on-campus job offers more than just a paycheck and short commute! It’s an opportunity to build skills and gain experience that will prepare you for your future career. Learn the process of applying and interviewing for an on-campus job in this comprehensive workshop led by the Office of Student Employment.

Wednesday, January 13
3:00 – 4:30pm DPC 8010

Connecting Your Values to Career Satisfaction
Your work values play a very important role in determining what kind of work you find fulfilling. Through this workshop, you’ll assess and prioritize your most important work values, and discover how to use your work values to help guide your career decisions.

Tuesday, February 9
1:00 – 2:30pm SAC 151

Handling Job Offers
Determine the best techniques and practices to negotiate your compensation package. This workshop will include a discussion on salary, benefits negotiation, and offer advice on how to handle salary requests and multiple offers.
Monday, March 7
5:30 – 7:00pm DPC 9500

#Hired: Social Media and the Job Search
Many people understand the value of using LinkedIn as a networking and job search tool, but what about other social media channels? More than 90% of employers review a candidate’s social media presence when evaluating applicants. It’s important to evaluate how you use sites like Facebook and Twitter for personal use, and understand the benefits of these social media channels to your job search.
This workshop will explore ways to ensure your profiles are professional and polished, while sharing tips and strategies for networking with professionals and using your social media presence to enhance your job search.

Thursday, February 11
1:00 – 2:30pm Loop TBD

How to Build a Career Portfolio
A professional career portfolio provides you with a tremendous resource for showcasing your work skills and experiences to an employer. In this workshop, you’ll learn how to conceptualize and compile an effective portfolio.

Tuesday, February 23
2:00 – 3:30pm SAC 151

Identify Your Skills and Accomplishments
Skills are the currency of the job market; you get a paycheck in exchange for the skills you use in your job. Through this workshop, you’ll assess your skills, determine which ones you want to acquire or further develop, and identify ways to do so. Also, you’ll learn how to clearly articulate your skill set and provide solid examples of those skills in practice.

Monday, February 29
10:30am – 12:00pm SAC 151

Job Search Strategies
Learn how to identify effective job search strategies in a challenging job market. Get an overview of job search tactics and begin the process of selecting the strategies that make the most sense for you. Learn how to maximize the numerous job search resources available at DePaul and beyond.

Thursday, February 25
12:00 – 1:30pm SAC 151
LinkedIn Basics for Job Searching

This is part one of the hands-on workshop held in a computer lab.

Learn the value of LinkedIn as an online networking tool and the basics of building a professional profile that represents your online brand. After building your profile, we will also discuss and demonstrate making connections to build your network, joining relevant groups, and cover some basic job searching tips on LinkedIn. Please be sure to create a LinkedIn account before the workshop so you have a starting point when you attend.

Wednesday, February 3
12:00 – 1:30pm  Loop TBD

Maximize Your Job & Internship Fair Experience

First impressions count! Learn how to approach employers and make a lasting first impression. DePaul’s Career Center hosts multiple Job & Internship Fairs throughout the academic year with hundreds of employers looking for candidates like you. This workshop helps you maximize the Job & Internship Fair as an opportunity to showcase your skills and abilities in an active job searching forum.

Thursday, February 4
12:00 – 1:30pm  SAC 151

Wednesday, February 10
12:00 – 1:30pm  DPC 9500

Myers-Briggs Type Indicator (MBTI)

Looking for work that is intrinsically interesting and gratifying to you? The MBTI is used to assist individuals in identifying their personality strengths, preferred work environments, communication styles and career possibilities. While few occupations provide a “perfect” match between personality and work tasks, this indicator and workshop will assist you in making an informed decision.

Thursday, February 18
2:00 – 4:00pm  SAC 151

Panic-free in 30: Prepping for your Phone Interview

Ninety-five percent of the time, the interviewing process starts with a seemingly simple phone call. However, there can be some serious professional pitfalls if you are not thoroughly prepared. Join us for this 30-minute workshop and learn how to wow prospective employers before, during and after the interview.

Thursday, January 28
12:15 – 12:45pm  DPC 9500

Tell Me About Yourself 101

This workshop will help you build confidence in approaching and talking to potential employers at job fairs. Specifically scheduled right before the Winter Internship Fair, this workshop will help you build confidence in approaching and talking to potential employers at the fair. Attendees will work on perfecting their introduction to employers. With help from DePaul Alumni Sharing Knowledge (ASK) mentors, you will leave knowing exactly what to say when an employer says, “Tell me about yourself.”

Friday, February 12
Time TBD  LPC Student Center TBD

Discovering Your Secret Ingredient: Internships & You!

Do you know what your secret ingredient is and how it can help you in the future when it comes to internships? In this webinar, you will discover your own secret ingredient (your values) and how it relates to work and culture. Learn how to get the most from your experiences, such as internships, jobs and volunteer work. Discover how a University Internship Program (UIP) class can enhance your experience, leverage your values and help you identify skills that current employers are seeking.

Friday, February 19
12:00 – 1:00pm  Webinar

University Internship Program (UIP) Orientation

*Please Note: All orientations are facilitated in webinar format. This is a prerequisite workshop for UIP and must be completed in order to enroll in an academic internship course to earn Experiential Learning credit. Students who have not yet secured an internship are welcome to attend this workshop.

The UIP Orientation provides you with the information you need to complete the enrollment process, and register for a University Internship Program course. In this workshop, you will learn the format and content of the UIP 250, 251, 252, 253, 254, 350 and 367 courses, as well as how completing an internship can help you explore career paths, gain valuable experience and connect with professionals in your area of interest.

Note: For UIP Webinars, you will receive instructions via email the day before the scheduled webinar. An internet connection and the ability to hear audio is required to participate. If you have technical difficulties or questions regarding participating in the webinar, please contact the UIP team at uip@depaul.edu or 312.362.8437.

Wednesday, January 6
11:00am – 12:00pm  Webinar

Friday, January 8
2:00 – 3:00pm  Webinar

Tuesday, January 26
12:00 – 1:00pm  Webinar

Monday, February 8
10:00 – 11:00am  Webinar

Thursday, February 11
1:00 – 2:00pm  Webinar

Monday, February 22
10:00 – 11:00am  Webinar

Friday, March 18
2:00 – 3:00pm  Webinar

Tuesday, March 29
12:00 – 1:00pm  Webinar

Thursday, March 31
3:00 – 4:00pm  Webinar
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I failed, both common interview questions. Get to know yourself; it is easier to speak confidently about something you know well. You!

Planning and Preparation Leads to Success
Planning and preparing will help you feel ready to face interview questions with confidence. When I was fortunate enough to get an interview, I made sure I planned well. I used Glassdoor to research sample interview questions and wrote the answers down in a notebook. I researched the company’s mission, achievements, milestones, clients, and I made sure I could explain why I wanted to work at the company. By having knowledge of the company, I was prepared to incorporate my findings into some answers at the interview, such as how I agree with their mission, or how I identify with the culture. After gathering information on the company, I narrowed down the possible top interview questions, wrote them down in my portfolio and brought it along with me to the interview. During the interview, I felt a sense of relief knowing that I could use my notebook as a reference if need be.

Show Up and Stand Out
If you exude confidence as soon as you step through the door, it will show. During your interview, remember to pay attention to your body language, sometimes it speaks louder than words. Sit up straight, maintain eye contact and listen attentively. You don't want an interviewer to think you're uninterested. Speak humbly about your experiences and avoid speaking as if you are entitled to the position. Yes, be proud of yourself for being chosen to interview out of 650 applicants, but don't let cockiness or overconfidence ruin your chances. Stand out by bringing materials (more than one updated resume and portfolio work samples) to the interview even if the interviewer didn't request it. It shows that you have taken the time out to really prepare and can give you an edge over candidates who show up empty-handed. Finally, send a thank you note after the interview. If you interview with multiple people, try to send one to each person. Small gestures can have a big impact.

The interviewing process can be nerve-wracking, trust me I know, but all it takes to be successful is following the tips above and/or seeking career advice from your career advisor. Based on my experiences with interviewing, I believe being confident has a lot to do with how the interview will go. If you're too nervous you could be fidgety or unable to find the right words to effectively respond to interview questions. To avoid this, prepare and practice! It is important to note that even if you don't get a job or internship, think of each interview as an opportunity to practice! You will improve with every interview opportunity and eventually get the position that was meant for you. It worked for me! Good luck interviewing!