

# INTERVIEWING & NETWORKING SKILLS

# DCP

## ELEVATOR SPEECH

The first impression you make is crucial and your Elevator Speech is an essential tool for marketing yourself.

A strong elevator speech, normally 30-60 seconds in length, is an efficient way to introduce yourself. Crafting a concise and compelling introduction is a common way to answer the “tell me about yourself” interview questions, introduce your professional goals, or how you can be of assistance to individuals or organizations at networking events.

Your introduction should explain who you are, what you are seeking, and what you can offer. The best introductions are short and end with a question that turns the interaction into a dialogue.

## INTERVIEWING

### Preparing for the Interview

Always remember that even when informal, an interview is a professional conversation. When talking, remember to keep your responses and questions relative to the position you are interviewing for.

- Be prepared to speak on the various aspects of the company from your research. (*Make sure you have completed the Career Planning PDF*)
- Review job description and be ready to expound upon the bulleted points in your resume.
- In addition to your questions regarding your education and work experience, recruiters may ask behavioral and/or personality questions. Before your interview think about potential answers to questions pertaining to:
  - Interests and hobbies
  - Passions and skills (i.e., things you are good at, what motivates you, what classes and clubs you participated in and what aspects you enjoyed)
  - Problem solving and behavioral
- When answering questions in this category remember to use the STAR Method.
  - Situation: Briefly summarize the scenario/event
  - Task: What was your goal/desired end result
  - Action: What steps did you take to achieve your goal
  - Result: Did you achieve your goal or was there another outcome
- Prepare a few questions you may want to ask about the position or company. Interviews are the time for both the interviewer and interviewee to see if they will be mutually beneficial.



# INTERVIEWING & NETWORKING SKILLS

# DCP

## INTERVIEWING (continued)

### Day of Interview

The day of an interview can be very busy. Remember your interview starts when you walk-in the door or join the virtual meeting. Below are a few tips to help you on the day.

- Dress professionally, first impressions matter
- Arrive early, but not more than 15 minutes
- Give firm handshake and maintain direct eye contact
- If possible, know the name(s) of those with whom you will be interviewing
- Bring additional copies of your resume and application materials with you (Never carry loose papers instead use a padfolio, folder, briefcase, or purse)
- Be confident but sincere in your answers
- Avoid placeholder words (ex. Um, like, yeah, and uh)
- Before leaving the interview always thank the interviewer(s) for their time and consideration
- If possible, send a thank-you(s) after the interview. Email or mailed is appropriate. This is your chance to make one last impression and bring your name back to the forefront.

## NETWORKING

Building and maintaining a professional network is a vital step for career success and longevity. You may have need to tap into your network at multiple times in your career.

### Building Your Network

Your network can be comprised of people from various aspects and parts of your life. They could be anyone you know including friends, neighbors, classmates, co-workers, teachers, and professors.

Create a list or an excel sheet with the following information to get started:

- Name
- Contact Information (Address, Email, Phone)
- Your relationship/how you met?
- When was the last time you had contact with them?

Your network will continue to evolve and grow as you do throughout your career. As you make connections at new positions, social functions, professional organizations, conventions and conferences.



## NETWORKING (continued)

Tools for building a strong network include

- LinkedIn – make sure you follow DCP (<https://www.linkedin.com/school/ufdcp/>)
- Join the UF Alumni Association and get involved in the local chapter
- Attending professional conferences
- Be part of Industry Events
- Join Industry Associations – Get involved

*Food for Thought: Your professional network is not a list of people you meet. It is a list of professionals with whom you have made a connection. The strength of your network is directly connected to the strength of the relationships with the people in your network.*

### Maintaining Your Network

Maintaining your network is just, if not more important, than building your network. When you are looking for advice, a position, or assistance, you look to someone with whom you have a continuing connection and rapport. You do not reach out to someone you have not talked to in five years.

It is your responsibility to keep up these relationships. Even just a quick email or phone call to see how the person is doing is an easy way to maintain strong connections.