

## Ten Rules of Interviewing

1. Keep your answers brief and concise
2. Include concrete, quantifiable data
3. Know your key strengths
4. Prepare five or more success stories
5. Put yourself on their team
6. Image is often as important as content
7. Ask questions
8. Maintain a conversational flow
9. Research the company and its competitors
10. Keep an interview journal

## What to Bring...

Checklist of items to always remember!

- ✓ Folder or briefcase
- ✓ Copies of your resume
- ✓ Transcripts/portfolio (if requested)
- ✓ Notebook & pen
- ✓ Questions for the employer
- ✓ Calendar
- ✓ List of references
- ✓ Directions
- ✓ Sample items  
(project documents, programs, proposals)

## For more interview help...

- RSVP for an *Interview Techniques* workshop at the Career Center
- Participate in practice interviews at the Career Center

## Before the Interview

- Explore your strengths, weaknesses, interests, and career goals
- Research the employer
- Review the job description
- Prepare for commonly asked interview questions and potential questions to ask the interviewer
- Practice aloud
- Review your resume

## During the Interview

- Arrive early - approximately 10-15 minutes before the interview
- Greet the employer and/or associates with a firm handshake and confidence
- When responding to questions, organize your thoughts and then answer
  - ▶ Give examples
  - ▶ Answers should be positive and concise
  - ▶ Do not identify a weakness essential to the job
- Be aware of non-verbal behaviors - posture, voice, eye contact, and smile
- Relax and enjoy the conversation

## After the Interview

- Ask questions
- Thank the interviewer and determine next step
- Reaffirm your interest in the position
- Ask for a business card and send a thank you letter or email within 24 hours
- Re-evaluate interview questions and your responses - reflect on your performance and take notes for future reference

## Research

### What to Research:

- History of the organization
- Products & services
- Culture
- Management style
- Organizational structure
- Financial conditions
- Major competitors
- Plans for growth
- Job responsibilities
- Opportunities for advancement
- Locations

### Where to Research:

- Company website
- career.uci.edu
- hoovers.com
- wetfeet.com
- Google
- Newspapers
- Orange County Business Directory
- LinkedIn
- glassdoor.com

## Typical Interview Questions

### Personal

- Tell me about yourself.
- What are your major strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What achievements from your past work experience are you most proud of?

### School Background

- How does your college education experience relate to this job?
- What extracurricular activities did you participate in and what did you learn from those experiences?
- What was the most difficult course you took? How did you handle it?

### Work Experience

- What prior work experience have you had and how does it relate to this job?
- How would your past supervisors describe you?
- What were your most significant accomplishments in your prior work experience?
- What did you enjoy most about your previous work experience? Least?

### Employer Knowledge

- Why are you interested in this position?
- Why are you interested in this particular company?
- What attracts you to this particular industry?

### Goals and Objectives

- Please describe your ideal work setting.
- What major accomplishment would you like to achieve in your life and why?
- What are your career interests?

### Behavioral Questions

- Tell me about a conflict situation and how you resolved it.
- Describe a situation when you had multiple tasks to complete under very tight time constraints.
- Describe a time when you sold your colleague/supervisor on an idea.
- Tell me about a time when you worked on a project as part of a team. What role did you play?
- Describe a time when you failed at something. What would you have done differently?
- Give me an example of a situation when you took a leadership role.

## Sample questions to ask

- How is job performance measured?
- What are the biggest challenges associated with this position?