1. MAKE A STRONG FIRST IMPRESSION:
Get the interview off to a good start by being on time and greeting the interviewer with a smile and a confident handshake.

2. RESEARCH THE ORGANIZATION:
Demonstrate knowledge of the company by including information from your research in your answers. The organization’s website and LinkedIn are great places to start.

3. KEEP YOUR RESPONSES FOCUSED:
Your answers should be between 30 seconds and 2 minutes long.

4. USE STRONG EXAMPLES AND QUANTIFY WHEN POSSIBLE:
Show the interviewer that you have certain qualities and skills, rather than telling them, by providing specific examples. Including measurable information gives you greater credibility.

5. REPEAT YOUR STRENGTHS:
Know your top three strengths as they relate to the position, and reiterate them throughout the interview. Remember to include strong examples of your strengths.

6. PREPARE SUCCESS STORIES:
Fully developed examples from previous experiences can help you respond to any behavioral interview question an employer may ask.

7. PUT YOURSELF ON THEIR TEAM:
Show that you are a good fit by positioning yourself as a member of the team. Use organization-specific language and refer to products and services.

8. ASK QUESTIONS:
By asking questions, you convey interest and enthusiasm to the interviewer. Avoid questions regarding salary and benefits.

9. FOLLOW UP:
Send a thank you note within 24 hours to the interviewer restating your interest and thanking them for their time.

10. EVALUATE THE INTERVIEW:
Reflect on your experience and review your performance. What did you do well and what can you improve upon for next time?
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?

EDUCATIONAL BACKGROUND:
- How does your 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 you 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 – USE BART (BACKGROUND, ACTION, RESULT, TIE IT BACK):
- 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?
- What would a typical project/assignment be like?
- How would you describe an ideal employee?
- What additional qualities does the job require that we haven’t discussed?
- How does the current or former occupant’s background and experience differ from mine?

Research

WHAT TO RESEARCH:
- History of the organization
- Products and 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
- Onetonline.org
- Google
- Online newspapers
- Orange County Business Journal
- LinkedIn
- glassdoor.com
- Current and former employees, interns, alumni

For additional help, try:

CAREER SPOTS (CAREER.UCI.EDU/CAREERSPOTS)
Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.