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 measureable
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?

What to Bring
- Padfolio, notebook and pen
- Copies of your resume
- Transcripts / portfolio (if requested)
- Questions for the employer
- Calendar
- List of references
- Directions
- Examples of your work

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
  smile, firm handshake and confidence
- When responding to questions, organize your
  thoughts and then answer
  - Give examples using BART (Background,
    Action, Result, Tie it back to the position)
  - 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 – have 3 – 5 prepared
- Thank the interviewer and determine next steps
- 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
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 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 more information about our Alumni Services, visit:
HTTP://CAREER.UCI.EDU/ALUMNI/SERVICES-FOR-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.