



10 Rules of Interviewing

1. MAKE A STRONG FIRST IMPRESSION:

Be respectful to everyone you interact with, remember to be on time, smile and be aware of your non-verbal body language.

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 e-mail to the interviewers restating your interest and thanking them for their time.

10. RESEARCH THE ORGANIZATION:

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
- Prepare your computer set-up, a neutral background and a good internet connection for virtual interviews

During the Interview

- Arrive early – approximately 10 – 15 minutes before the interview
- Greet the employer and/or associates with a smile and confidence
- When responding to questions, organize your thoughts and then answer
 - Give examples using **BART** (**B**ackground, **A**ction, **R**esult, **T**ie 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 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 – 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:

- Company mission/values
- Products and services
- Culture
- Management style
- Organizational structure
- Financial conditions
- Major competitors
- Plans for growth
- Job responsibilities
- Opportunities for advancement
- Locations and remote opportunities

WHERE TO RESEARCH:

- Company website
- career.uci.edu
- Handshake (uci.joinhandshake.com)
- Onetonline.org
- Google
- LinkedIn
- Glassdoor.com
- Current and former employees, interns, alumni

For additional help, try:

BIG INTERVIEW (UCI.BIGINTERVIEW.COM/REGISTER)

Explore our online interviewing platform that combines training and practice to help you improve your interviewing skills.

WEBINAR VIDEO LIBRARY

(CAREER.UCI.EDU/WEBINAR-VIDEO-LIBRARY)

Watch a webinar presented by our professional staff to gain expertise about a variety of topics.