

# Interview Techniques

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

## rules of interviewing

### what to bring...

#### checklist of items to always remember!

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

### *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 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
  - Don't 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
- ❖ Re-evaluate interview questions and your responses – reflect on your performance and take notes for future reference
- ❖ ask for a business card and send the employer a thank-you letter

## More Interview Help

- ✓ Interview Techniques online workshop at [www.career.uci.edu](http://www.career.uci.edu)
- ✓ RSVP for an Interview Techniques workshop at the Career Center
- ✓ Participate in Mock Interviews at the Career Center



## 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
- Vault ([www.career.uci.edu](http://www.career.uci.edu))
- hoovers.com
- wetfeet.com
- Google
- Newspapers
- Orange County Business Directory

## Common Interview Questions:

### Traditional Questions:

- ❖ Tell me about yourself.
- ❖ What do you know about our company?
- ❖ Why did you choose this career / major?
- ❖ How do you feel your education and work experience have prepared you for the job?
- ❖ What do you consider to be your greatest strengths and weaknesses?
- ❖ Where do you see yourself in 5 years?
- ❖ What do you consider to be your greatest accomplishment?
- ❖ What qualifications do you have that make you think that you will be successful in this business?



### Behavioral Questions:

A good strategy for responding to behavioral questions is the S-A-R technique. First describe the specific **Situation** that you were in, then explain what **Action** you took, and finally tell the interviewer what the **Results** were.

- ❖ Describe a stressful situation that you were in and how you dealt with that issue.
- ❖ Give me an example of a time when you took a leadership role.
- ❖ Tell me about a time when you had to deal with a difficult person.
- ❖ Describe a time when you had to go above and beyond the call of duty.
- ❖ Tell me about a time when you failed at something.

### Sample Questions to Ask:

- ❖ How is job performance measured?
- ❖ What are your expectations of new hires?
- ❖ What would you say is the most rewarding feature about this job?
- ❖ What are the biggest challenges associated with this position?