**Interview Techniques**

- **Before the interview**
  - Research the company and its competitors
  - Review the job description
  - Write down questions and potential questions to ask the interviewer

- **During the interview**
  - Arrive early - approximately 10-15 minutes before the interview
  - Dress professionally
  - Be on time
  - Be aware of non-verbal behaviors - posture, voice, eye contact, and smile
  - Give examples when responding to questions
  - Don't identify a weakness essential to the job

- **After the interview**
  - Ask questions to clarify your understanding of the role
  - Thank the interviewer and determine next step
  - Evaluate interview questions and your responses - reflect on your performance and ask for future reference
  - Take notes for future reference
  - Ask for a business card and send a thank-you letter or email within 24 hours

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**Checklist of items to always remember!**

- Copies of your resume
- Transcripts
- Portfolio
- Personal documents
- Proposals
- Sample items (project documents, programs)

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**Sample directions**

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

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**What to bring...**

- Folder or briefcase
- Questions for the employer
- Transcript
- Portfolio (if requested)
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)
- 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?