

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

keep in mind...

11 things to research about the company

1. History of the organization
2. Products and services
3. Organization's culture (e.g., What do they value?)
4. Management style and philosophy
5. Organizational structure (How are the departments organized? Who reports to whom?)
6. Financial condition
7. Major competitors
8. Plans for growth and expansion
9. Job responsibilities
10. Opportunities for advancement (e.g., What are the typical career paths within the organization?)
11. Geographic location

More Interview Help

- ✓ Interview Techniques online workshop at www.career.uci.edu
- ✓ RSVP for an Interview Techniques workshop at the Career Center
- ✓ Participate in Mock Interviews at the Career Center

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

