Interview Techniques
Agenda

• Types of Interviews
• Before the interview
• The interview
  • General interview tips for the day of
  • Responding to questions
  • B-A-R-T framework
  • Questions to ask
• After the interview
Types of Interviews

• Phone
• In-person Interviews
  o One-on-one
  o Panel
  o Group
• Video interviews
Top 10 Mistakes Made By Job Candidates

- Not only interviewing, but also includes career fairs, information sessions, etc.

1. Unprepared
2. Lack of Interest/Enthusiasm
3. Inappropriate Attire
4. Poor Body Language
5. Lack of Resume Knowledge or Inaccurate Resume
6. Lack of Punctuality
7. Unprofessionalism
8. Rambling Answers
9. Compensation/Benefits/Promotion Questions
10. Ringing Cell Phones
Before the Interview

• **Congratulate** yourself for being invited for an interview!
• **Prepare** stories and examples
• **Research** company, job and industry
• **Check** your online presence
• **Know** what you will wear and bring
• **Have** directions and contact person for your interview
• **Practice, practice, practice**
Conduct Your Research

• **On the employer:** Vault guides, company website, Glassdoor.com, talking to people who work there. Know why you are a great fit

• **On the opportunity:** review job description. Know the job you are applying for and why you’re the best candidate

• **On the field/industry:** how you came to be interested in the field and have knowledge about the industry. Show you have same passion for the work
Preparing Examples

• Make yourself memorable – in a good way!
  • Think about what makes you unique
  • Think about your current and past experiences, refer to your resume
  • Think about why and how you came to be interested in the field
  • Always be specific and tie back to the position to show your fit and already see yourself in the role
Interview Day: What Employers Look For

- Presentation, i.e. appropriately dressed, no distractions
- Arrive early, but not too early
- Be prepared, i.e. bring padfolio with resume and questions to ask
- Be courteous and professional to everyone
- Good eye contact, smile
- Show confidence, enthusiasm, interest and personality
During the Interview

• Try to make the interview into a conversation
• Be personable and enthusiastic
• Make a strong case why you want the job and why you want to work at the company
• Stay positive – never speak negatively about yourself or a previous employer
• Be okay with pauses in the conversation
• Give direct answers and be concise
• Be aware of your body language ([TED Talk by Amy Cuddy: “Your Body Language May Shape Who You Are”](https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are))
Sample Questions

• About You
  • Tell me about yourself
  • Why are you interested in this field/industry?
  • Why are you interested in this position?
  • Why are you interested in working for this company?
  • Why did you choose UCI?

• Resume-based
  • Tell me about your internship at…
  • Tell me about being a member of…
  • Tell me about your interest in…

• Personality:
  • What is your greatest strength?
  • What is a weakness?
  • How would your supervisor describe you?
Tell Me About Yourself

• What would you say?

One suggested way: **Personal – Academic – Professional**

• **Personal**: but not too personal, i.e. hometown, class year, concentration

• **Academic**: highlights of yourself at school, i.e. things you are currently involved in, have done in the past that might be interesting and/or relevant to the position

• **Professional**: Tie it all together with career goals and why you are pursuing the opportunity

*This sets up the tone for the rest of the interview!*
Strengths and Weaknesses

• **What is your greatest strength?**
  - Something that is relevant to the position
  - Give an example
  - Tie it back to the position and why it matches what they are looking for

• **What is a weakness/area of development?**
  - Self-evaluation/self-awareness. No one is perfect
  - How you are working to improve upon this weakness
  - Presenting weakness appropriately
Behavior-based Questions

• Tell me about a time when you…
  • …took initiative
  • …worked on a team
  • …demonstrated leadership
  • …utilized attention to detail
### Background-Action-Result-Tie Back (BART) Framework

- **Tell me about a time when you demonstrated leadership**

<table>
<thead>
<tr>
<th>Background</th>
<th>Action</th>
<th>Results</th>
<th>Tie Back</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Briefly describe the circumstances (~20 seconds)</strong></td>
<td><strong>What did you do to resolve the situation? (45-60 seconds)</strong></td>
<td><strong>What was the result? Should always be positive (20 seconds)</strong></td>
<td><strong>Tie back to the position</strong></td>
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<tr>
<td>Last year I was the VP of Membership for the American Marketing Association.</td>
<td>During the fall quarter, I developed and implemented a marketing campaign to increase awareness about our club on campus and grow our membership. I organized outreach tables, made announcements in management classes and sent out weekly emails to publicize our events.</td>
<td>As a result, we doubled our membership from 25 to 50 members over the course of 4 months.</td>
<td>What I learned from this experience is marketing is effective not only via email and online, but for students, incredibly effective to meet them where they are and take the initiative to try new things. This is something I can and am eager to do as a Campus Brand Ambassador for your company.</td>
</tr>
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Ask Good Questions

• Helps assess if position and company is a good fit
• Build upon your research about the company, i.e. interviewer’s personal experience at the job and company
• Clarify duties and responsibilities that are not in the job posting
  • How you will receive feedback on your performance
  • Who you would be working with, what projects, clients, etc.
• Avoid questions about benefits (i.e. salary, vacation, etc.), negative company news, anything that may leave a negative impression.
Close the Interview

- Reaffirm your interest, summarize strengths
- Ask about next steps in the interview process
- Ask for a business card or email address
- Thank the employer for their time and opportunity for them to interview you
- Restate quickly why you are right for them
- Send a thank you e-mail within 24 hours. You can lose a job by not sending a Thank You!
Thank You Email

• Send Thank-You to each person who interviewed you within 24 hours
• Should be different and personalized for each

Words of wisdom from an alumnus: “I wanted to let you know that sending a "thank you" note after each interview really helped put me ahead of the competition. According to my managers, I was the ONLY candidate (out of 5) to send a follow-up "Thank You" note. It didn't "make or break" me, but it definitely contributed to their positive reviews. If anything they explained that sending a "thank you" note showed a sense of maturity and character - something they wanted in their new marketing intern.”
Before Accepting an Offer

- Ask companies for time to consider before making a decision
- Avoid accepting the offer immediately
- Have open communication when interviewing with multiple employers
- Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.
- Once you accept an offer, you have made a commitment to work for that company and you should STOP interviewing at other companies
For Additional Support

**Big Interview** is an online system that combines training and practice to help you improve your interview technique and build your confidence: [uci.biginterview.com](http://uci.biginterview.com).
For Additional Support

- **Resources on DCP website:** [www.career.uci.edu](http://www.career.uci.edu)
- **Career Planning Appointments:** 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](http://-handshake)
- **Drop-ins – no appointment necessary.** For quick 10–15-minute questions, resume, cover letter reviews.
  - In-person at DCP: M-W 12pm-2pm
  - Virtual: Thursdays and Fridays 12-1pm via Zoom (link in Handshake)

All services, resources and events are free while you are a student
Questions?