

# UCI Social Sciences Academic Resource Center

## Breaking Down the Interview Process

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### Before the Interview

#### Research

- ✓ The Position: Know the responsibilities that come with the position and familiarize yourself with the qualifications. If anything is unclear, contact Human Resources or ask during the interview.
- ✓ The Company: Know the company's mission and goals and make sure they align with yours. Also, look into their history, and the challenges they face.
- ✓ The Interviewer: You probably will be given the name of your interviewer. Find out more about them from the organization's website or LinkedIn.

#### Familiarize Yourself with Possible Questions

- ✓ General Questions: Know why you want to work at the particular organization, and communicate what contributions you can make.
- ✓ Behavioral Questions: Interviewers assess your work ethic from previous experiences. Prepare at least 5 success stories relating to topics such as: leadership, teamwork, communication, problem solving, failure, challenge, and interpersonal skill.
- ✓ Situational Questions: Interviewers also want to know how you would handle situations that you may encounter on the job. Create scenarios and come up with proper responses.

*Tip #1: Practice makes perfect! SSARC offers practice interviews by appointment. You can also record yourself, practice in front of a mirror, write down your answers, and ask yourself, "Would I hire me?"*

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### Interview Time

#### Look Professional

- ✓ Bring the Right Materials: Take your resume, a list of references, business cards, and a pen and paper.
- ✓ Attire: Always wear business professional attire that fits and is wrinkle-free. Overall, your appearance should be neat and clean.
- ✓ Posture and Attitude: Stand and sit up straight, it communicates confidence.

#### Presenting Yourself to the Interviewer

- ✓ In Person: Firmly shake the interviewer's hand, make eye contact, and smile.
- ✓ Over the Phone: You are expecting the interviewer's call, so greet the interviewer right away with their name. Smiling helps to express emotion.
- ✓ Video Call: Look at the camera lens to make eye contact with the interviewer, and don't forget to smile.

#### Questions to Ask at the Beginning

- ✓ About the Job Description: Ask about anything that's not clear.
- ✓ About the Interviewer: How long they've been working at the organization, how they got involved with the organization, what they love about working at the organization, etc.

#### Answering Questions

- ✓ Be brief and specific. Use examples.
- ✓ Take a moment to think about your responses to difficult questions.

#### Always Ask Questions at the End

- ✓ About their ideal candidate and follow up with a response to express that you are the ideal candidate.
- ✓ About the workplace environment
- ✓ Ask for feedback.
- ✓ Always end with: "When should I hear back from you?"

*Tip #2: Remember that you are being assessed on your personality as well. You will have a greater chance of getting hired if you match the interviewer's energy or find common ground.*

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### After the Interview

#### Send a Thank You Email

- ✓ Send the interviewer a thank you email within 24 hours, or even a physical card, to express your gratitude for being considered a candidate.

#### Follow Up

- ✓ Follow up with the interviewer if they do not contact you within a week or the given timeframe.

*Tip #3: In your email, you can also briefly assert your interest in the job position, bring up a memorable moment you had with the interviewer, or mention anything that you forgot to say during the interview.*