

INTERVIEW PREP & PRACTICE



Career Planning
& Resource Center

BEFORE THE INTERVIEW

“Not researching the company.” and “Not being able to provide specific examples” are described by interviewers as two of the most common mistakes that interviewees make.

- Research the Organization**
 - Where?
 - Organization website, your network, job search tools (i.e. Glassdoor.com, vault.com, wetfeet.com, etc.)
 - What?
 - History, recent events, current projects, reputation, industry standing and trends, products/services, clients, mission, values, staff, etc.
 - How to Use It?
 - Stand out by identifying organization information that interests, inspires or appeals to you. Provide clear connections between that information, matching your skills/qualifications, and how you'll fit in and contribute to the organization.

- Research the Position**
 - Where?
 - The position posting, organization website, CareerOneStop, or similar postings.
 - What?
 - Required/preferred knowledge, skills, and abilities, the position's fit in the organization's hierarchy, typical tasks/job duties and relevant (e.g. seasonal) trends, and necessary education and experience
 - How to Use It?
 - Compare position qualifications to those on your resume. Prepare examples and practice sharing how you have and will use or perform similar qualifications or tasks, etc.

ARRANGING THE INTERVIEW - Remember to...

- In phone/email communication: Be clear and specific, provide scheduling details, request verifications, and always smile (even on the phone)!
- Examples of Interview Scheduling Questions
 - ___ Length and structure of the interview
 - ___ Interviewer(s) names and roles
 - ___ Will there be any testing or forms to complete
 - ___ Street closures, traffic patterns, parking
 - ___ Materials or other helpful things to bring

PRACTICE OVERVIEW

- Anticipate Questions (Check out *Common Questions & Strategies* at uwm.edu/careerplan for questions)
- Write phrases and main points, but not word for word
- Practice out loud, alone, and with others
- Schedule a mock-interview appointment with CPaRC or go to the Online Interview tool on PantherJobs
- Think of stories/examples that connect and demonstrate your:
 - Interests, Education, Values, Personal Qualities, Skills, Experiences (Paid & Unpaid), Work Style, Career Goals, Knowledge of the Organization/Field, and be prepared to address and gaps

CPaRC Walk-In Hours

Mon: 10:30 – 5:30 • Tues-Thurs: 9:00 – 4:00 • Fri: 9:00 – 1:00
Located in Mellencamp 128
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