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?
    o Organization website, your network, job search tools (i.e. Glassdoor.com, vault.com, wetfeet.com, etc.)
  • What?
    o History, recent events, current projects, reputation, industry standing and trends, products/services, clients, mission, values, staff, etc.
  • How to Use It?
    o 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?
    o The position posting, organization website, CareerOneStop, or similar postings.
  • What?
    o 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?
    o 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:
  o 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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