

INTERVIEW PREP & PRACTICE



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

<u> </u> Length and structure of the interview	<u> </u> Street closures, traffic patterns, parking
<u> </u> Interviewer(s) names and roles	<u> </u> Materials or other helpful things to bring
<u> </u> Will there be any testing or forms to complete	

PRACTICE OVERVIEW

- Anticipate Questions
- Write phrases and main points, but not word for word
- Practice out loud, alone, and with others
- Schedule a mock-interview appointment with the Center for Student Experience and Talent or use our AI interviewing tool, BigInterview
- 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

Center for Student Experience and Talent Drop-In Hours

Monday – Thursday: 1-3 p.m.
Vogel Hall, EMS E387, Lubar N297
Uwm.edu/SET