

INTERVIEW PREPARATION

ACADEMIC AND CAREER ADVISING CENTER

Preparing for an interview can be a daunting task. You can never know exactly what an employer is going to ask you, but there are a few tricks to make preparation more manageable. If you take the time to catalog your experience (knowing yourself), carefully reading the position description (knowing the job) and learning about the company (knowing the organization), you will be prepared for many potential questions.

By focusing your preparation on these three areas, you will be able to anticipate some of the general areas an employer will ask about, have a strong sense of your skills and experiences, and be able to engage in a conversation with your interviewers. You can also practice answering questions with a Career Coach in our office, utilize resources on our [interviewing webpage](#), or checking out Big Interview: <https://uwsp.biginterview.com/>

THREE THINGS YOU NEED TO KNOW

YOURSELF

- Take time to carefully review the resume and cover letter you used for the specific position, you should be prepared to speak to any experiences or details listed.
- Think about what you are most excited about in the role.
- Identify experiences and specific projects and tasks that are pertinent.
- Thoughtfully choose a professional outfit.



T H E J O B

- Read through the job description and pull-out specific tasks.
- Identify the skills and requirements you meet, especially those “preferred” requirements.
- Reflect on where your experiences overlap with the position.
- Think about any areas that are unclear or areas for growth to form questions.



T H E O R G A N I Z A T I O N

- Read through the company’s website to identify mission, vision, and values.
- Search for news articles related to the organization.
- Use resources through the library to find additional information.
- Use your research to refine your potential questions.

