

INTERVIEW PREP

If you want to stand out at your next interview, take a little time to research the company and the job beforehand. Not only will you make a positive impression, you'll feel more confident and prepared to answer questions and position yourself as the best candidate. Here are the basics that you should know:

1. What skills and experience does the company value?

Sure, they are looking for smart, talented people, but do you know the skills and experience that the company most values? A good place to find this out is the job description or the "Careers" page of their web site, and for some companies, The Vault has good information (you can access it through the Bloch Career Network).

2. Who are the key players in the organization?

These individuals might include the managers, department directors, and C-suite. You can find information about them on the "About" page of the company's web site or LinkedIn. One good thing to look for is if they are alumni of UMKC!

3. What is the company's latest news and events?

Most companies have a page on their website dedicated to press releases and events. This is a great place to find information on what's important to the organization.

4. What are the company's culture, mission, and values?

43% of HR professionals believe cultural fit is the most important quality job seekers can have during the hiring process. Get a sense of their culture from their web site and social media, their mission and value statements.

5. What are its products, services, clients, and competitors?

Recruiters repeatedly state that their biggest pet-peeve is candidates who show up to the interview without knowing what the company does. Check out the company website for product news, case studies and white papers.

6. What do employees say about the company?

Make sure you know what to expect in the interview and on the job by going to The Vault (accessed through the Bloch Career Network), Glassdoor.com and/or the Bloch Career Center.

7. Who will be interviewing you?

If possible, find out the names of the people conducting your interview and do a little research on LinkedIn. Perhaps you have some common connections and this will be an advantage in interview because you'll have a better chance of sparking a meaningful conversation.