How to Effectively Use Your Padfolio During an Interview

Page 1
- Leave blank to take notes during an interview.
- Make sure to have an extra copy of your resume placed in the folder pocket of your padfolio.

Page 2
Create short bullet point statements about experiences that correspond to key skills.
- Analytical
- Problem-solving
- Teamwork
- Communication
- Leadership
- Takes initiative
- Attention to detail
- Customer service
- Flexibility
- Organizational skills
- Drive for results

Refer to the Behavioral Based interviewing information in the Interviewing Techniques Handout on the Career Services website: https://www.uwrf.edu/CareerServices/Students/

Page 3
- List of the top five to ten things you want the employer to know about you.
- Company research
- Important information
- Brief notes

Page 4
- Three to five questions for the interviewer.
- Avoid asking questions about salary or benefits, and information that can be found on the website or in the job description.
- The last question should relate to the hiring timeline.

Where to get a padfolio? Padfolios can be purchased in the Falcon Shop and are often provided as door prizes at Career Services events.