

# JOB INTERVIEW PREPARATION

## A Check Sheet For The Interview.

### **Review all of the information you have about the position or organization.**

If you are working with a headhunter or recruiter, ask all the questions you want before you arrive.

- Have you research the potential employer.
- Do you have a copy of the company's annual report?
- Have you study it?
- Have you visit the company's web site? What did you learn from the site?
- I am prepared to discuss the company's competitive environment.
- I also have copies of the competition's company materials so I can speak intelligently about the industry.
- Have you prepared a SWOT analysis and assessed what the company's major challenges are and how you can help them?
- Do you know someone who works at the organization and have you talked him or her about the corporate culture?
- Are you educated on the company's products and/ or services?

### **Identify the qualifications that the company is seeking with this job hire**

- Do you understand the job you are applying for?
- Have you talked to with someone with a similar position?
- I am prepared with stories that will demonstrate my strengths, weaknesses, and learning experiences.
- I can show how my background has been a learning experience for this new position. requirements
- I can discuss my personality, leadership, management, and/or supervisor style.
- I have read and prepared answers to the 60 most commonly asked interview questions.
- I have reviewed the dress for success and I have picked up my out fit at least a day in advance.
- I know how long it will take to get to the interview. Check your appearance
- I have additional copies of my resume and references.
- Pen & notepad to take notes and for a post interview review.

### **After the interview**

- Leave an extra copy of your resume with the interviewer.
- Record what you can remember about the interview.
- Wait a week and call to see if they have made a decision.

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