

PRE-INTERVIEW WORKSHEET

► EMPLOYER OVERVIEW

- Preparing for an interview involves researching what the organization does, how well it is doing, and its standing within the industry. Look for information about the employer, including current news, recent press releases, stock trends, and new projects, products, and services. Use the employer website and links available in the “Resources & Tools” section of our website for your search. Determine two current facts to cite and two questions to ask during the interview to demonstrate your interest in and knowledge of the company.

FACT #1: _____

FACT #2: _____

QUESTION #1: _____

QUESTION #2: _____

- Evaluate the employer mission statement to determine three personal qualities the organization might value in prospective employees. Think about experiences or situations in which you displayed some of those personal qualities.

PERSONAL QUALITIES:

1. _____

2. _____

3. _____

► JOB DESCRIPTION

- Review the job description for the required or desired knowledge, skills and abilities that the employer is seeking. Compare your qualifications to their requirements. Write up to four PROVE-IT STATEMENTS that summarize your experience or knowledge in each area. Target the unique selling points to highlight during the interview.

EMPLOYER REQUIREMENTS:

1. _____

2. _____

3. _____

4. _____

MY PROVE-IT STATEMENT:

1. _____

2. _____

3. _____

4. _____

Think of specific examples that will help illustrate the selling points listed in your prove-it statements. Using the “PAR” technique, prepare stories to convey these examples during the interview.

PERFORMANCE OBJECTIVE - Briefly describe the situation, problem or objective.

ACTION - Describe the specific actions you took to solve the problem or meet an objective.

RESULT - Explain the results you accomplished. Quantify your results in terms of money and time saved, and revenues and profits generated. Note any special recognition received.

► PRACTICE QUESTIONS

- Review the “Sample Questions” page on our website. To practice, schedule an appointment for a mock interview with a career counselor.