

Interview Planning Worksheet

Process = Results

Be Prepared...Do Your Research...Make a Plan...Enjoy Your Interview

| | |
|---|---|
| Scheduling an Interview | <ul style="list-style-type: none"> • Strategy <ul style="list-style-type: none"> • Establish a relationship • Create a positive impression • Obtain information that will help you prepare • Info to Obtain <ul style="list-style-type: none"> • Name, title, role of caller • Purpose of the interview • Name, title, roles of people with whom you will interview • Agenda • Time Frame • Position description/profile |
| Research Company | <ul style="list-style-type: none"> • Company website <ul style="list-style-type: none"> • Know the company's business • Know their competitors • Review annual statement and press releases • Officers of the company • Utilize search engines, such as Google, Bing, or Yahoo. • Utilize other research databases available |
| People | <ul style="list-style-type: none"> • With whom will you be meeting? • Titles • How many? • Research Them <ul style="list-style-type: none"> • www.linkedin.com • Your network (do you know people who work for the company?) • Do you know people who can tell you about the culture |
| Logistics/Location | <ul style="list-style-type: none"> • When/Where <ul style="list-style-type: none"> • Confirm the location and time • Are you familiar with the location? If not, consider a trial run. • Plan to get there ½ hour early in case; consider waiting in your car until 10 minutes ahead • Print directions (check mapquest.com directions against those on the website) |
| Match Skills to Job Requirements | <ul style="list-style-type: none"> • Read job posting or job description • Prepare yourself for questions that align with the job • Plan to give "specific examples" of your experience (behavioral based interviews) <ul style="list-style-type: none"> • PAR (Problem/Action/Result) • Prepare questions about the company |
| Organize your Materials | <ul style="list-style-type: none"> • Bring a portfolio with you: <ul style="list-style-type: none"> • Several copies of your resume • References • Interview details (location, phone number, names of people and titles) • Itinerary, if provided |
| Appearance/Attire | <ul style="list-style-type: none"> • Plan your appearance and attire ahead of time (Dress Conservative) |
| Post Interview | <ul style="list-style-type: none"> • Evaluate • Make Notes • Personalized notes / detailed / reinforcing any open issues (snail mail or email) • Follow up call |