

PREPARING FOR AN INTERVIEW

STEP 1: RESEARCH THE COMPANY

STEP 2: TAKE NOTES AND PREPARE QUESTIONS

Based on the research you conducted, draft a page of notes about the company along with questions you'd like to ask during the interview. Remember, the interview is just as much about you determining if it's a good fit for you, too!

Notes on the Company:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Questions to Ask During the Interview:

1. _____

2. _____

3. _____

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STEP 3: COMPARE YOUR SKILLS AND QUALIFICATIONS TO THE JOB REQUIREMENTS

Are you truly qualified for the position being advertised? By going through the requirements in detail and then linking each to an experience or skill you have will make you confident that you're the person for the job. And if you're able to communicate it well during the interview, the company will hopefully agree!

Keyword	Job Requirement	My Matching Qualification/Skill
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

STEP 4: PREPARE FOR RESPONSES TO POTENTIAL QUESTIONS

There are several types of questions you may be asked during an interview: résumé-based, traditional, behavioral, and case-specific. Try to prepare for each one by writing your answers down and then rehearsing them in front of someone. Here are some sample questions:

- "This position requires that you know QuickBooks. What is your experience with this software?"
- "Identify two areas of improvement when it comes to your professional work."
- "Tell me about a time you disagreed with your superior. How did you handle that situation?"
- "Imagine you are the manager of a manufacturing plant, and you run out of an essential raw material to make your product. You have 24 hours to purchase the material in order to fulfill your order on time, but it's Sunday and your distributor is closed. What would you do?"

View a list of 11 potential interview questions and their corresponding excellent answers at the end of this guide.