Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preparing for a Job Interview

**Research the Organization:**  
This will help you answer questions – and stand out from less-prepared candidates

1.) Seek background information

2.) Get perspective

3.)

**Seek Background Information:**

Use tools like Vault, CareerSearch or The Riley Guide for an overview of the organization and its industry profile

Visit the organization’s website to ensure that you understand in depth what they do

Review the organization’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assess their \_\_\_\_\_\_\_\_\_\_\_\_, services and client-base

Read recent press releases for insight on projected growth and stability

**Get Perspective:**

Review trade or business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Seek perspective and a glimpse into their industry standing

**Develop A Question List:**

Prepare to ask about the organization or position based on your research

Compare Your Skills and Qualifications To The Job Requirements:

Analyze the job description: outline the knowledge, skills, and abilities required

Examine the hierarchy: determine where the position fits within the organization

Look side-by-side: compare what the employer is seeking to your qualifications

**Prepare Responses:**

Most interviews involve a combination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and case questions.

**Plan What To Wear:**

Go Neutral: Conservative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, such as a neutral-colored suit and professional shoes, is best.

Err Formal: If instructed to dress “business casual,” use good judgement

Plug In That Iron: Make sure your clothes are neat and wrinkle-free

Dress To Impress: Be sure that your overall appearance is neat and clean

**Plan What To Bring**

Extra copies of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A notepad or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A list of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information you might need to complete an application

A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with samples of your work, if relevant

**Pay Attention To Non-Verbal Communication:**

Be Mindful: Nonverbal communication speaks volumes

Start Ahead: Remember that waiting room behaviors may be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Confidence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, establish eye contact and use a firm handshake

Posture Counts: Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping, rocking, swaying back and forth, and playing with hands.

**Follow Up:**

Many interviews end with, “Do you have any questions?”

Bring a list

Be strategic – Cover information not discussed or clarify a previous topic

Example: Tell me about the organizations culture.

Write a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after your interview thanking them for the opportunity to have an interview.