

Preparing for Interviews

Maximize your interview success by incorporating these key steps into your preparation process.



- 6 Step Interview Prep Plan
- Research the Organization.
 Study your prospective employers.

structure, mission, products and services.

2. Investigate the organization's culture.

Approximately 20 percent of the interview time will be spent verifying you have the necessary skill set,

important to you.

Utilize online resources to identify organizations known for certain values. A LinkedIn search will identify

3. Compare your skills and qualifications to specific job requirements
Analyze the job description for knowledge, skills and abilities required.
Examine the hierarchy to determine where the position fits within the organization.
Compare what the employer is seeking to your qualifications. This will help you develop your talking points for the interview.

4. Practice your responses and prepare your questions.

Most interviews involve a combination of resume-based and behavioral questions.

Create and then practice delivering succinct stories that answer typical interview questions, demonstrating that you possess the right skill sets and background for the role.

the role. Prepare at least 3 5 questions to ask during the interview process.

5. Select your interview outfit.

A portfolio, with samples of your work, if relevant



PRE-INTERVIEW WORKSHEET

EMPLOYER OVERVIEW

and social media presence to ensure that you understand the breadth and scope of what they do. Look for
additional information about the employer including current news and recent press releases. 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	
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. Develop up to four PROVE-IT statements that summarize your experience or knowledge in each area.	
EMPLOYER REQUIREMENTS	
3	

PERSONAL PROVE-