

## Interview Planning Worksheet

*Process = Results*

*Be Prepared, Do Your Research, Make a Plan & Enjoy Your Interview*

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| <p><b>Scheduling an Interview</b></p>          | <ul style="list-style-type: none"> <li>• Strategy             <ul style="list-style-type: none"> <li>• Establish a relationship</li> <li>• Create a positive impression</li> <li>• Obtain information that will help you prepare</li> </ul> </li> <li>• Information to Obtain             <ul style="list-style-type: none"> <li>• Name, title, role of caller</li> <li>• Purpose of the interview</li> <li>• Name, title, roles of people with whom you will interview</li> <li>• Agenda</li> <li>• Time Frame</li> <li>• Position description / profile</li> </ul> </li> </ul> |
| <p><b>Research Company</b></p>                 | <ul style="list-style-type: none"> <li>• Company website             <ul style="list-style-type: none"> <li>• Know the company's business</li> <li>• Know their competitors</li> <li>• Review annual statement and press releases</li> <li>• Officers of the company</li> </ul> </li> <li>• Utilize LinkedIn and search engines, such as Google, Bing, or Yahoo.</li> <li>• Utilize other research databases available</li> </ul>  |
| <p><b>People</b></p>                           | <ul style="list-style-type: none"> <li>• With whom will you be meeting?</li> <li>• How many?</li> <li>• Titles</li> <li>• Research them             <ul style="list-style-type: none"> <li>• <a href="http://www.linkedin.com">www.linkedin.com</a></li> <li>• Your network (do you know people who work for the company?)</li> <li>• Do you know people who can tell you about the culture?</li> </ul> </li> </ul>  |
| <p><b>Logistics</b></p>                        | <ul style="list-style-type: none"> <li>• When / How             <ul style="list-style-type: none"> <li>• Confirm the date and time</li> <li>• How are you meeting – by phone, Zoom, Microsoft Teams, Skype?</li> <li>• Are you familiar with the technology platform? If not, consider a trial run.</li> <li>• If you're having a virtual meeting, plan to login 15 minutes early so you can troubleshoot your technology</li> </ul> </li> </ul>   |
| <p><b>Match Skills to Job Requirements</b></p> | <ul style="list-style-type: none"> <li>• Read job posting or job description</li> <li>• Prepare yourself for questions that align with the job</li> <li>• Plan to give "specific examples" of your experience (behavioral based interviews)             <ul style="list-style-type: none"> <li>• PAR (Problem / Action / Result)</li> </ul> </li> <li>• Prepare questions about the company</li> </ul>   |

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| <p><b>Organize Your Materials</b></p> | <ul style="list-style-type: none"> <li>• Have your portfolio with you:             <ul style="list-style-type: none"> <li>• Copy of your resume and job description</li> <li>• References</li> <li>• Interview details (phone number or link to virtual meeting, names of people and titles)</li> <li>• Itinerary, if provided</li> </ul> </li> </ul> |
| <p><b>Appearance / Attire</b></p>     | <ul style="list-style-type: none"> <li>• Plan your appearance and attire ahead of time</li> </ul>   |
| <p><b>Post Interview</b></p>          | <ul style="list-style-type: none"> <li>• Evaluate</li> <li>• Make Notes</li> <li>• Thank You Note – sent via email or a handwritten card, includes personalized notes, is detailed and reinforces any open issues</li> <li>• Follow up call</li> </ul>  |