INTERVIEW PREP CHECKLIST

THE #1 COMPLAINT EMPLOYERS HAVE ABOUT ANDERSON STUDENTS IS THEIR LACK OF PRE-INTERVIEW PREPARATION. THIS CHECKLIST IS DESIGNED TO PROVIDE ALL STUDENTS WITH THE BASICS TO PREPARE FOR THEIR UPCOMING INTERVIEW.

COMPANY RESEARCH

_____ Review and be able to talk about the corporate vision, mission and core values.

_____ Differentiate your candidacy by searching out and understanding the hot issues facing the company and its industry. Review the press release or "news" section of the company web site to uncover the latest information.

_____ Attend an information session BEFORE the interview to learn more about the company and the position.

_____ Use your network (parents, friends, faculty, staff, or fellow students) to see if anyone has a contact inside the company. A well-placed company insider will be able to provide you with excellent information about company developments, the job, the department, and perhaps, even the interviewers themselves. Use your network!

DEVELOP A PERSONAL VALUE PROPOSITION

_____ Review your resume and be ready to discuss which relevant skills, experiences, personal attributes, and education differentiate you from everyone else.

_____ Be ready to discuss: How your personal values are a good fit with the corporate culture, why you're interested in the company, and how your interest, education and previous success will allow you to make a valuable contribution to the company.

_____ Take the above information and mold it into a statement that is relevant to the position description and that will help you answer the following questions: Why should we hire you? How will you add value?

_____ Develop a statement to "close" the interviewer. Remember, an interview is really a sales call. Your skills, experiences, and abilities are up for sale and the employer is in the market to purchase someone with a set of skills which match a defined role within their organization.

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ANALYZE THE JOB DESCRIPTION

_____ Gain a complete understanding of the job. Be prepared to talk about the role and how it fits into the big picture of the organization.

_____ Tear the job description apart. Look for potential interview questions based on the day-to-day responsibilities, required skills, and hints about the work environment (fast-paced/team based).

ARE YOU READY FOR BEHAVIORAL INTERVIEW QUESTIONS?

Interview questions that begin, "Tell me about a time..." or "Give me an example of when..."

Formulate your answer using the following STAR framework:

S-What was the SITUATION?
T-What was your TASK?
A-What ACTION did you take?
R-What was the RESULT?

PRACTICE, PRACTICE, PRACTICE

_____ Questions about your background
_____ Questions about your abilities
_____ Questions about your career goals
_____ Questions about your leadership skills
_____ Questions about teamwork experiences
_____ Questions about your analytical skills

ADDITIONAL TIPS

_____ Have your interviewing attire dry cleaned and shoes shined.
_____ Develop a set of good questions to ask the interviewer.
_____ Buy a black portfolio with an inside pocket and legal pad.
_____ Bring three to five extra copies of your resume.
_____ Bring a list of professional references.
_____ Arrive ten minutes early for the interview.
_____ Always ask for the business card of the interviewer.
_____ Always ask the interviewer when can you expect to hear back from them.
_____ Write a thoughtful thank-you note.

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