

Interview Cheat Sheet

Stay focused before, during and after the interview!!! This cheat sheet should help you feel more prepared and confident. Here are some key facts to remember.

In the Days Before the Interview

1. Create a chart – ‘qualities for the position’, and ‘qualities that I possess’ for the position.
2. Research the company and competition.
3. Prepare your 60 second personal statement: “Tell me about yourself”
4. Write at least 5 success stories to answer behavioral interview questions. “Tell me about a time when...” “Give me an example of a time when...”
5. List five questions to ask the interviewer about the job, the company and the industry.
6. Research salary data and determine your worth.
7. Determine your salary needs based on your living expenses – what is your bottom line?
8. Get permission from your references to use their names.

Before You Go To the Interview

1. Do you look professional? Check yourself in the mirror; part of your confidence will come from looking good.
2. Carry these items with you:
 - a. Copy of your resume on quality paper
 - b. Copy of your references.
 - c. Pad of paper to take notes (notes are optional)
 - d. Directions to the interview site.

Prepare answers to the 10 most common interview questions:

- e. Tell me about yourself.
- f. Why did you leave or are you leaving your last position?
- g. What do you know about this company?
- h. What are your goals?
- i. What are your strengths and weaknesses?
- j. Why do you want to work for this company?
- k. What has been your most significant achievement?
- l. How would your last boss and colleagues describe you?
- m. Why should we hire you?
- n. What are your salary expectations?

Upon Arrival

1. Arrive early – enter the building 10 minutes before your appt.
2. Review your prepared stories and answers.
3. Go to the restroom and check your appearance one last time.
4. Announce yourself to the receptionist in a professional manner.
5. Stand and greet your interviewer with a hearty—not bone crushing—handshake.
6. Smile and look into the interviewer's eyes.

During the Interview

1. Try to focus on the points you have prepared without sounding rehearsed or stiff.
2. Relax and enjoy the conversation. Learn what you can about the company.
3. Ask questions and listen; read between the lines.
4. At the conclusion, thank the interviewer and determine the next steps.
5. Ask for the interviewer's business card so you can send a follow-up letter.

After the Interview

1. As soon as possible, write down what you are thinking and feeling.
2. Later in the day, look at what you wrote and assess how you did.
3. Write a follow up thank you letter, reminding the interviewer of your qualities.