

Pre-Interview Worksheet and Checklist

JOB OPPORTUNITY

Job Title You're Interviewing For _____

Date/Time of the Interview _____

COMPANY INFORMATION

Company Name _____

Address _____

Phone Number _____

Website _____

- Review the company website — in particular, the “About” page, “Media” section (if there is one), and information about their products and services.
- Check out the source code on the company website to see if there are particular keywords that give insight to the company’s focus. (Go to the company website. In your web browser, go to the “View” menu and choose “View Source.”) Note: Not all companies include this information in their source code (look at the title code and meta tags).
- Describe the company (Is it a subdivision of another company? How many employees? How many locations? What industry? Structure — public, private, family-owned, nonprofit, etc.)

Facebook business page: www.facebook.com/ _____

- Look at the content the company posts, but also look at what other people post on the company’s page. Can you identify any potential problems that need solving?

Company Twitter handle: @ _____

Blog URL: _____

- Review the blog for greater insight into the company.

YouTube channel: www.youtube.com/ _____

- Take a look at the official videos posted by the company.
- Also do a search for the company on YouTube and see if there are any videos posted by

employees, the media, or affiliates.

Notes/thoughts based on online profile research _____

GOOGLE

1. Do a Google search on the company. Review the first three pages of Google results — anything interesting?

Notes _____

2. Look at what other job postings are open at the company — these can help you identify growth opportunities in the company.
3. Do a Google news search on the company (**news.google.com**).

Any news stories? _____

Any major announcements in the last 18 months? _____

LINKEDIN

Search “Companies” on LinkedIn

- Does the company have a profile on LinkedIn? ___Yes ___No
- How many followers does the company have on its company page? _____

If the company has a profile, does it list:

Company type: _____

Company size: _____

Industry: _____

Year founded: _____

Headquarters (location): _____

Makeup of employees (location, job title, education): _____

- Also look at the “Viewers Also Viewed” list of companies. These are potential competitors for you to research.
- You will also be able to see if any of your existing connections are affiliated with the company. You can also see “2nd degree” or “3rd degree” contacts. You can click through to those profiles for additional information on the employee’s background.
- The “Insights” tab (if one is available for the company) will give you information about the company’s employees
- If the company has provided “Company Updates,” be sure to read those.
- On the company’s LinkedIn page, click the yellow “Follow” button, and information about the company will be included in your “Updates” feed on the home page of your LinkedIn profile

THE INTERVIEWER

You can often find this information on LinkedIn, Facebook, or through a Google search.

- Who Are You Interviewing With?

Name _____

Job Title _____

- Google your interviewer’s name.

Notes _____

- Twitter handle: @ _____
- Approximate Age (and Date of Birth, If Known): _____
- College/University _____
- Degree Pursued/Achieved _____

- Year Graduated _____
- Military Service ___ No ___ Yes (if yes, which branch: _____)
- Family – Married? Kids? _____
- How Long in Current Job? _____
- Previous Positions with the Company _____
 - Previous Company _____
 - Previous Job Title _____
 - Professional or Trade Organization Memberships _____

 - Social Clubs / Associations / Affiliations _____
 - Active in Community (Community Service) or Religion (describe) _____

 - Honors/Awards _____
 - Hobbies / Recreational Interests* _____
** Do not bring these up unless confirmed by evidence in interviewer's office (i.e., trophies, awards)*
 - Sports Interests (Teams) _____
- Do a Google Image search to find a photo of the interviewer (images.google.com/)
 - Is this individual making the hiring decision? ___ Yes ___ No
 - If no, what is the name/title of the hiring decision-maker?
 - Name _____
 - Job Title _____
- Does the interviewer have a profile on LinkedIn? ___ Yes ___ No
 - Who do you know in common? Who do I know who knows this interviewer?
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

5. _____

- What LinkedIn groups is he/she a member of?
- If the interviewer is a technical manager, have they written any LinkedIn Recommendations for current or previous employees? What skills/attributes did they value?

COMPETITIVE ANALYSIS

Who is the company's biggest competitor? _____

Website _____

Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis

STRENGTHS (compared to the competitor, what is the prospective employer's greatest strengths in the market) _____

WEAKNESSES _____

OPPORTUNITIES _____

THREATS _____

UNDERSTANDING THE POSITION

Who does this position report to (name and job title): _____

Do any employees report to this position (names and job titles): _____

What are the top three challenges of the job?

1. _____

2. _____

3. _____

Which “employer buying motivators” apply to this position?

- | | |
|---|--|
| <input type="checkbox"/> Make money | <input type="checkbox"/> Save money |
| <input type="checkbox"/> Save time | <input type="checkbox"/> Make work easier |
| <input type="checkbox"/> Solve a specific problem | <input type="checkbox"/> Be more competitive |
| <input type="checkbox"/> Build relationships / an image | <input type="checkbox"/> Expand business |
| <input type="checkbox"/> Attract new customers | <input type="checkbox"/> Retain existing customers |

Based on salary research, I would expect this position to pay between:

\$ _____ and \$ _____.

PERSONAL ASSESSMENT

What is my biggest strength/qualification for this position? What sets me apart from other candidates?

What might keep me from getting the job?

What question do you least want to be asked in this interview?

Context / Challenge / Action / Results Statements (CCAR)

1. Prepare 2-3 CCAR stories (Context – Challenge – Action – Result) based on your research of the company and the position.

Employers generally formulate their interview questions around the skills they are seeking in a candidate. These skills can be:

- Job-Specific: Technical skills that are gained through education, training, and/or hands-on experience.
- Transferable: Skills such as problem-solving, organization, or leadership – that are inherent to

you, not specific to any one job.

- Interpersonal: Skills such as communication and collaboration.

Identify up to five skills that are required for the position you are seeking. These can be skills identified in the job posting or by reviewing job descriptions online, on O*NET —

<http://www.onetonline.org/>, or the Occupational Outlook Handbook — <http://www.bls.gov/ooh/>

By “nicknaming” each of these skills, it will help you remember it more easily in the interview.

a. **SKILL #1 – Nicknamed** _____

Context (“While working at”) _____

Challenge (“I was given the responsibility to”) _____

Action (“So I”) _____

Result (“As a result of my efforts”) _____

b. **SKILL #2 – Nicknamed** _____

Context (“While working at”) _____

Challenge (“I was given the responsibility to”) _____

Action (“So I”) _____

Result (“As a result of my efforts”) _____

c. **SKILL #3 – Nicknamed** _____

Context (“While working at”) _____

Challenge ("I was given the responsibility to") _____

Action ("So I") _____

Result ("As a result of my efforts") _____

Based on your research, what three questions would you want to ask in the interview:

1. _____

2. _____

3. _____

REFERENCES

Who are your "ideal" references to use for this position? Contact each of them to ask permission to use them as a reference for this position; let them know you'll be in touch with them after the interview to let them know how it went and prepare them for any specific issues they may be asked to address.

▪ Reference #1 _____

Contacted on (date) _____

▪ Reference #2 _____

Contacted on (date) _____

▪ Reference #3 _____

Contacted on (date) _____

ADDITIONAL INFORMATION

Notes: _____

AFTER THE INTERVIEW

Take a few moments right after your job interview to write down your thoughts. Read through these questions before the interview so that you'll have an idea of what kind of information you'll be recording. Research shows that we forget almost half of what we've heard after just four hours, so the sooner you can complete the post-interview worksheet, the better.

Company _____

Job Title You Interviewed For _____

Date/Time of the Interview _____

Most Important Questions You Were Asked:

1. _____

2. _____

3. _____

4. _____

5. _____

“Connections” — What did interviewer like most/best about your skills/education/experience?

“Disconnection” — Did the interviewer raise any concerns about your skills, education, and/or experience?

Does the company offer continuing education/training (describe)?

Opportunities to advance (describe)?

Pay/Benefit Information*

** Do not ask about pay/benefits unless the interviewer brings it up. Consider giving a salary range.*

REFERENCES

Contact your references and let them know about how the interview went and any specific issues (good/bad) they should be aware of, if contacted by the interviewer.

- Reference #1 _____
Contacted on (date) _____
- Reference #2 _____
Contacted on (date) _____
- Reference #3 _____
Contacted on (date) _____

NEXT STEP

Follow-up/next step (Will they contact you? More interviews?)

When is hiring decision expected? _____

If I don't hear back by this date, I will follow up: _____

- Send a thank you note to the interviewer (handwritten or via email, within 48 hours of interview).

Additional notes from interview:

Need a resume makeover? Transform your job search! www.ResumeButterfly.com