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:
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. ________________________________

   o What LinkedIn groups is he/she a member of?

   o 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?

___ Make money
___ Save time
___ Solve a specific problem
___ Build relationships / an image
___ Attract new customers

___ Save money
___ Make work easier
___ Be more competitive
___ Expand business
___ 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:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________


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