

Job Interview Prep Sheet

Congratulations! You have been called for an interview-now it is time to get ready. The following table will help you organize your thoughts in preparation for your interview.

To get started, you will need the job description.

Column 1-Position Requirements

- List the main requirements for the job in the first column (one per box).
- Remember the job description is the employer's "wish list," so do not assume you are not qualified because you are lacking one or two qualifications.
- Self-knowledge and the ability to effectively articulate your skills, experiences and strengths are key to offering transferable skills in lieu of desired qualifications.

Column 2- Your Qualifications and Experiences

- Considering the position requirement you noted in the first column, write your specific qualifications and experiences for the position.

Column 3- Your "Stories"

- Use this space to describe stories or anecdotes from your work, on-campus or community background that will provide evidence that you have the qualifications and experiences that meet the employer's needs.
- Think about these stories carefully so that you can elaborate on them in great detail if asked. As you think about the story, try to anticipate follow-up questions an interviewer may ask about the experience.
- Your "stories" become the basis for behavior based interviews and help you provide concrete examples. Practice telling your story in situation-action-result format.
- The stories are what really count in an interview. They tell your story; they sell you to the interviewer, and they provide rich material for illustrating your ability to do the job. They also prompt follow up questions that you can answer because you are prepared.

Practice, Practice, Practice!

