

Preparing for the Interview:

Researching a Company:

- Google company name: Company website, news, financials, newsmakers, product services
- Use databases (www.AtoZdatabases.com and [www.referenceusa.com /org/edu/gov](http://www.referenceusa.com/org/edu/gov))
- Service Industry Guides and/or Manufacturing Directories
- Company LinkedIn profile; your connections, people who have company name in profile, open positions
- GO TO THE LIBRARY and ASK FOR HELP. The resource librarian knows the subscriptions to databases, Hoovers, Thomas Register and any other reference materials might be available.

Company info you need to know:

- When and why the company was started
- Who's in charge, senior staff, what are their histories
- What products or services does the organization provide? Who are their customers? What is the annual sales volume?
- What are the company locations?
- Who is your prospective boss? What is his or her background? How long has s/he been in this role?
- What is the average cost of this organization's products or services? What sorts of organizations make up its customer list, or does the organization sell to consumers?
- Is the company privately or publicly held?
- What kinds of community/diversity/socially responsible/earth-aware initiatives does the company champion?
- What can you learn from the outside about the company culture? The company website speaks volumes; company Facebook, Twitter and LinkedIn pages; Glassdoor comments.
- Look for company press releases about awards, commendations or industry rankings, patents, etc.

Interviewer:

- Ask interview agenda: with whom are you interviewing and their positions.
- What type of interviews will you be participating in? One-one, Panel, Behavioral, Group, Skype, Video, Case Study
- Check their LinkedIn profiles: Career history, companies worked at, education, interests, connections.
- Do you have connections to the interviewer? What info can your connections relay to you about the interviewer.

Researching yourself:

- Experiences: previous companies and positions. Get rid of military or company specific acronyms and jargon
- Accomplishments and results: Identify #, \$, %. Develop examples / stories
- Strengths and Weaknesses
- Skills
 - Transferrable: Attitude, Communication, Problem Solving, Teamwork, Time Management, Customer Service
 - Job Skills: Mechanical, Tools, Software and Hardware
 - Personality: Out-going, Methodical, Punctual, Strategic, Adept
- Education / Certifications: PMP, CDL A w/ HAZMAT, Scrum, ITIL
- People: Especially for Sales, Accountants, and Lawyers

Why do Employers hire?

- Make money
- Save money
- Save time
- Make work easier
- Solve a specific problem
- Be more competitive
- Build relationship / an image
- Expand business
- Attract new customers
- Retain existing customers Source: Resume Magic

Create a library of stories / examples:

- Leadership role
- Problem client or customer
- Lack of resources
- Disagreement with boss
- Workplace crisis
- Challenging situation
- Commitment to teamwork
- Innovative solution
- Stretch role or additional work
- Specific reasons why you like field / industry
- Recent trends in field / industry
- Future of field / industry
- Example of failure
- Example of success

Read Job Description:

- Identify Required and/or preferred skills
- What are the duties, responsibilities, and authority parameters of the position?
- Who does the position report to?
- Develop Stories about experiences or skills using SPART (Statement over view, Problem, Action, Result, Tie-in)

Prepare for these questions:

- Tell me about yourself / background?
- Why do you want this position?
- What do you know about our company?
- Where do you see yourself in 5 years?
- What are your strengths and weaknesses?
- Tell me about a time... Give me an example.... Describe a situation... How did you... (All keys to a Behavioral Interview Question)