



# INTERVIEW PREP

Fail to plan or plan to fail! Preparation is key to making the most of any interview opportunity. Here are four prep strategies that will help you make a great first impression:

**RESEARCH** - Do your research on the company and the position

**ANSWERS** - Be prepared to answer questions using details that are relevant to the job

**EXAMPLES** - Highlight your skills and experiences with specific examples

**PRACTICE** - Record yourself practicing and/or get a family member or friend to interview you

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1. **Introduce yourself** - (Brief description: name, one or two highlights or achievements that relate to the job.) \_\_\_\_\_
  2. **What are your future goals?** (College, Career, Skill-building opportunities and/or Working Part-time/ Full-time, etc.) \_\_\_\_\_
  3. **Why should they hire you?** (Share your passion/interest in the job and 1 or 2 related skills.) \_\_\_\_\_
  4. **List your strengths** (Strengths are opinions – back it up with examples that highlight being awarded or recognized.) \_\_\_\_\_
  5. **List your weaknesses** (Do not use “humble-brags” - for example, “too hardworking”. Be honest about what you’d like to work on improving without hurting your chances of getting the job.) \_\_\_\_\_
  6. **List examples of your teamwork or leadership skills** (Share specific instances from previous group projects or experiences.) \_\_\_\_\_
  7. **List an example of how you handled a challenging or difficult situation** (Share a relevant story that highlights your problem-solving skills.) \_\_\_\_\_
  8. **List hobbies** that would be relevant to the job (i.e. - Swimming if you are applying to be a lifeguard.) \_\_\_\_\_
  9. **List general or specific questions to ask** (i.e. - Opportunities to advance? Next steps with hiring process? or What does the interviewer like about their job?) \_\_\_\_\_