GWEN M. GREENE CENTER
for Career Education and Connections

PRE-INTERVIEW WORKSHEET

Complete this worksheet as part of your interview preparation. Researching the employer, understanding the position, and knowing how your skills, interests, values and experiences relate to the organization and opportunity are critical in sharing your story with prospective employers.

EMPLOYER OVERVIEW

A key part of preparing for an interview involves researching the organization (what they do, performance, standing within the industry, mission, culture, etc.). Use the employer's website, recent press releases, case studies, stock trends, Google Alerts, your professional/alumni network, etc. to conduct your research. Identify two facts you can cite about the organization and two questions you can ask during the interview to demonstrate your interest in and knowledge of the organization.

FACTS
1.
2.

QUESTIONS
1.
2.

Evaluate the employer mission statement and values to determine three characteristics or traits the organization might value in a prospective employee. Also, identify and be able to articulate experiences or situations in which you showcased these qualities.

PERSONAL ATTRIBUTES
1.
2.
3.

SHOWCASE STATEMENTS
1.
2.
3.

POSITION DESCRIPTION

Review the position description and identify four key roles and responsibilities for this position. Summarize key experiences, knowledge, skills or qualifications that you possess that will help you fulfill that responsibility. Showcase these unique selling points during your interview.

POSITION RESPONSIBILITIES
1.
2.
3.
4.

SHOWCASE STATEMENTS
1.
2.
3.
4.

DURING THE INTERVIEW

Use the **SAR Method** to convey your showcase statements:
Situation: Briefly describe the situation, problem or objective.
Action: Describe the specific actions you took to solve the problem or meet an objective.
Result: Explain the results you accomplished. Use as many quantifiable metrics and specifics as you can ($, %, +/-) to prove that you had an impact. Note any special recognition received.