1. Review the position/program description and write down the preferred and required qualifications as listed.

<table>
<thead>
<tr>
<th>Preferred Qualifications/Requirements</th>
<th>Required Qualifications/Requirements</th>
</tr>
</thead>
</table>

2. Write down the desired skills and interests you see repeated throughout the position/program description.

<table>
<thead>
<tr>
<th>Skills</th>
<th>Interests</th>
</tr>
</thead>
</table>

3. Reflect on the notes above, as well as the core competencies outlined below, and jot down examples from your past experiences that align with the position/program needs to utilize in your interview responses.

- Critical Thinking / Problem Solving
- Oral / Written Communication
- Teamwork / Collaboration
- Professionalism / Work Ethic
- Leadership
- Technology
- Self-Awareness & Career Management
- Global Perspective