

JOB INTERVIEW: Cheat Sheet

Date and Time:

Position/Company:

Interviewers:

Interviewer 1 name, title, relevant information from social networks

Interviewer 2 name, title, relevant information from social networks

Step 1: Research the Company

Site, blog, Facebook page, LinkedIn page, talk with current and ex-employees etc. Find out past accomplishments, status in the industry, goals, news/press, product(s)/services, culture, values, clients, key people, competitors etc.

Strategic Messages:

1.

2.

3.

4.

Accomplishments with examples (STAR method):

1.

Situation:

Task:

Action:

Result:

2.
Situation:
Task:
Action:
Result:

3.
Situation:
Task:
Action:
Result:

4.
Situation:
Task:
Action:
Result:

Questions to Ask Interviewers:

1.

2.

3.

4.

My Elevator Pitch:

Small Talk:

Topics, opening sentences, key phrases

Other Useful Phrases:

When you (dis-)agree, need to think, didn't catch etc.

Linking Phrases:**Thank-You Email:**