

Position _____
Company _____
Website _____

Logo

ABOUT THE MEETING

Date _____
Time _____
Address _____
Interviewer _____
Company phone number _____
Interviewer phone number _____

About the headhunter

Full name _____
E-mail address _____
Telephone number _____

INTRODUCTION

This file will help you prepare for an interview with a prospect employer:

- 1) Fill in all the tables below.
- 2) Do not hurry. Take as much time as you need.
- 3) Do it a week before the interview.
- 4) Try to give at least one convincing example for every point.
- 5) If you think that you do not have given skills / qualifications / knowledge, but you can present some other (similar or equally vital) assets, describe them in the fourth column.

Remember:

The best method of presenting a couple of excellent examples from your experience is using the STAR model, describing below mentioned elements:

- Situation – give a context
- Task – what was your task?
- Action – what did you do & how?
- Result – what outcome did you achieve? What were the consequences?



At the end of each section you can add your own notes on what you have done, what you have learned from it and how that makes you even more useful for that specific position.

PREPARATION

1. About the interviewer:

Google your interviewer. Read about them on the company website. Check LinkedIn & GoldenLine. Find articles and press releases.

2. About the company:

Vision

Mission

Strategy

General company data
e.g. foundation date, etc.

3. About the market

E.g. links, up-to-date articles, reports, etc.

REVIEW YOUR HARD COMPETENCIES

Enlist all required hard competencies from the advertisement / job description and assess yourself giving examples portraying your skills. The first two rows serve as an example.

Hard competencies / Experience	Yes / No	Examples / Notes	If no: let your “+” outweigh your “-“
<p><i>University degree, especially in economics or science; post-graduate studies</i></p> <p><i>Preferred post-graduate studies in the field of building strategies or strategic projects</i></p>	<p>yes</p>	<p><i>Economics, IT, post-graduate studies in strategic company management.</i></p> <p><i>PRINCE2 Practitioner – Certified Project Leader</i></p>	
<p><i>At least 10 years of work experience, including 5 years on a managerial position</i></p>	<p>yes</p>	<p><i>Marketing Director – 14 years (Telco)</i> <i>Deputy Development Director / managerial contract (1 year)</i></p>	

Hard competencies / Experience	Yes / No	Examples / Notes	If no: let your “+” outweigh your “-“
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REVIEW YOUR SOFT SKILLS

Enlist all required hard competencies from the advertisement / job description and assess yourself giving examples portraying your skills. The first two rows serve as an example.

Soft skills	Yes / No	Examples / Notes	If no: let your “+” outweigh your “-“
<i>Creativity</i>	yes	<i>Taking over a difficult project X which seemed insolvable. Skilful team brainstorming + my own idea brought these results: xxx</i>	
<i>Drive for results</i>	yes	<i>I exceeded sales targets on all positions I've held as e.g.: 110% in 2011, 120% in 2010, etc.</i>	

REVIEW THE RESPONSIBILITIES OF THE POSITION

Enlist all required hard competencies from the advertisement / job description and assess yourself giving examples portraying your experience.

Responsibilities	Yes / No	Examples / Notes	If no: make your "+" outweigh "-"

ADDITIONAL SKILLS

Enlist additional skills that may be required or useful for this position and assess yourself giving examples portraying your experience.

Additional skills	Yes / No	Examples / Notes	If no: make your "+" outweigh "-"
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ARE YOU READY?

To make sure that you are ready for the interview, answer those 3 questions below. If you answer them without hesitation it means that you are perfectly prepared for the meeting!

What do you know about our company?

Why would you like to work for us?

Why shall we hire you?

Lots of success!