MY INTERVIEW PREPARATION

Use this "cheat sheet" to prep yourself for each interview you do. Fill it out beforehand and read through once before you begin the interview. Don´t read it during the interview!

1. **Basic information**

Company name:
Interviewer / contact:
Industry:
Role:

2. **Research:** Write key findings from your research on the company and industry.

Company values:

Company goals:

Company culture:

What employees say about the company:

3. **Question prep:** Write notes for your answers to typical questions. You can think of your own or use the question bank at the end of this document.

4.Question prep: Write 3 questions that you will ask the interviewer.
Make up your own or use the bank at the end of this document.

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5.My interview outfit. What are you going to wear? Write it down here.

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6.Pre-interview prep checklist:

☐ My video background is a blank wall, office space, or blurred.

☐ I meditated or took a walk to relax.

☐ I know how to sign in to the interview (and I´ve downloaded any necessary apps).

☐ My internet connection is stable and I have backup power just in case.

QUESTION BANK
Interviewer

These are common questions that an interviewer may ask you. Pick at least 5 and prepare your responses beforehand.

- What interests you about this role / our company?

- What motivates you?

- What type of work environment do you prefer?

- What are your goals in the future?

- What are your strengths and weaknesses?

- What makes you unique?

- How would your current employer, colleagues, classmates, or best friend describe you?

- Could you tell me about yourself and describe your background in brief?

- Do you prefer working independently or on a team?

- When you're balancing multiple projects, how do you keep yourself organized?

- What did you do in the last year to improve your knowledge?

- Tell me about a time that you achieved a difficult goal.

- Tell me about a time that you had to resolve a conflict with someone.

The Intern Group
Realize your potential

These are questions you could ask an interviewer. Pick 3 and have them ready for your interview.

- What does a typical day or week look like in this role?

- What are the most immediate projects that need to be addressed?

- What are the biggest challenges that someone in this position would face?

- What does your onboarding process look like?

- What learning and professional development opportunities are available to your employees?

- Are there opportunities for advancement within the company?

- What interests you about this role / our company?

- *What are the most important things you'd like to see someone accomplish in the first 30, 60, and 90 days on the job?*

- *What metrics or goals will my performance be evaluated against?*

- *What is the performance review process like here? How often would I be formally reviewed?*

- *What's your favorite part about working here?*

- *What are the biggest challenges the company is facing today?*

- *Can you tell me about the team I'll be working with?*

- *How has the organization overcome challenges with remote work?*