

<b>Scheduling an Interview</b>	<ul style="list-style-type: none"> <li>• Strategy             <ul style="list-style-type: none"> <li>• Establish a relationship</li> <li>• Create a positive impression</li> <li>• Obtain information that will help you prepare</li> </ul> </li> <li>• Info to Obtain             <ul style="list-style-type: none"> <li>• Name, title, role of caller</li> <li>• Purpose of the interview</li> <li>• Name, title, roles of people with whom you will interview</li> <li>• Agenda</li> <li>• Time Frame</li> <li>• Position description/profile</li> </ul> </li> </ul>
<b>Research Company</b>	<ul style="list-style-type: none"> <li>• Company website             <ul style="list-style-type: none"> <li>• Know the company’s business</li> <li>• Know their competitors</li> <li>• Review annual statement and press releases</li> <li>• Officers of the company</li> </ul> </li> <li>• Utilize search engines, such as Google, Bing, or Yahoo.</li> <li>• Utilize other research databases available</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• With whom will you be meeting?</li> <li>• Titles</li> <li>• How many?</li> <li>• Research Them             <ul style="list-style-type: none"> <li>• <a href="http://www.linkedin.com">www.linkedin.com</a></li> <li>• Your network (do you know people who work for the company?)</li> <li>• Do you know people who can tell you about the culture</li> </ul> </li> </ul>
<b>Logistics/Location</b>	<ul style="list-style-type: none"> <li>• When/Where             <ul style="list-style-type: none"> <li>• Confirm the location and time</li> <li>• Are you familiar with the location? If not, consider a trial run.</li> <li>• Plan to get there ½ hour early in case; consider waiting in your car until 10 minutes ahead</li> <li>• Print directions (check mapquest.com directions against those on the website)</li> </ul> </li> </ul>
<b>Match Skills to Job Requirements</b>	<ul style="list-style-type: none"> <li>• Read job posting or job description</li> <li>• Prepare yourself for questions that align with the job</li> <li>• Plan to give “specific examples” of your experience (behavioral based interviews)             <ul style="list-style-type: none"> <li>• PAR (Problem/Action/Result)</li> </ul> </li> <li>• Prepare questions about the company</li> </ul>
<b>Organize your Materials</b>	<ul style="list-style-type: none"> <li>• Bring a portfolio with you:             <ul style="list-style-type: none"> <li>• Several copies of your resume</li> <li>• References</li> <li>• Interview details (location, phone number, names of people and titles)</li> <li>• Itinerary, if provided</li> </ul> </li> </ul>
<b>Appearance/Attire</b>	<ul style="list-style-type: none"> <li>• Plan your appearance and attire ahead of time (Dress Conservative)</li> </ul>
<b>Post Interview</b>	<ul style="list-style-type: none"> <li>• Evaluate</li> <li>• Make Notes</li> <li>• Personalized notes / detailed / reinforcing any open issues (snail mail or email)</li> <li>• Follow up call</li> </ul>