

YOUR INTERVIEW PROFILE

Complete this document for each interview you arrange.

Company/Organization:

Position applied for:

Date of interview:

What type of interview is it (e.g. panel, one-to-one, etc.)?

- Who will be interviewing me?
- Where will the interview be held?
- How long will the interview last?
- What will the interview involve? E.g. tests or a presentation

How did I get the interview?

- direct application (responding to an advertisement);
- speculative approach (sending CVs to target companies);
- networking and developing contacts;
- via a recruitment consultant;
- via the internet.

RESEARCHING THE ORGANIZATION

Researching

- researching the organisation;
- researching the position itself;
- finding out more about the interview format;
- find out who will be interviewing you if possible.

Preparing

- preparing what to say about yourself;
- preparing for common interview questions;
- preparing for technical interview questions;
- preparing what to ask about the job requirements;

Planning

- planning what to wear (check their dress code);
- planning what to take (CV, application letter, other documents);
- planning how to get there (directions and map).

What You Need To Know

- What does the organisation do?
- What are the organisation's size, structure and locations?
- What are its products and services?
- What is its market position and competitors?
- What is its organisational strategy? (where is it going?)
- What is its financial position?
- Who are the key players within the organisation?

When you use your interview profile in this way to prepare for your interview, you are leaving nothing to chance. You are sure that the important issues have been covered and you won't be floundering for answers when you go to your interview and you can be sure that the interviewers will recognise that you have taken the trouble to prepare properly.

What Else Do You Need?

- Its worth taking some testimonials along plus some extra copies of your CV or resume in case they do a sequential type of interview.
- Some of my clients have also prepared a mini-presentation - just 5 minutes in case they put you 'on the spot' during the day.
- One thing to remember is that this is THEIR interview, so wait to see if any of this is asked for otherwise it could seem too pushy.

For everything else you might need at interviews: [Interview Help](#)