

Offered an Interview…Now What?

Getting an interview is just the beginning, there is A LOT you should do to prepare for each an every interview you have. Use this sheet as a guide and to help gather your research - making notes and writing questions.

Revisit your network list

Identify any possible links you have to the company and make contact:

|  |  |
| --- | --- |
| **Name** | **Date made contact** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Review company website

Use this to try to answer “why you are a good fit for the company”, “why you want to work for the company” and “do you have any questions about us” type questions:

|  |  |
| --- | --- |
| **Key Themes** - what are their key messages? |  |
|  |
|  |
| **Things you like/why company appeals to you** |  |
|  |
|  |
| **Questions you have** |  |
|  |
|  |
|  |

Search news aggregator sites

Search sites such as Google news for the company name. Make notes about the story:

|  |  |  |
| --- | --- | --- |
| **Date of story** | **Points of interest** | **Link** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Visit company’s Facebook and Twitter accounts

Note key repeating messages, campaigns etc:

|  |  |
| --- | --- |
| **Facebook** | **Twitter** |
|  |  |
|  |  |
|  |  |
|  |  |

Search Facebook and Twitter

For mentions of company - note themes and recurring ideas (positive & negative):

|  |  |
| --- | --- |
| **Facebook** | **Twitter** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Research interviewer on LinkedIn

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Length of time at company** |  |
| **Content shared** |  |
|  |
|  |
| **Points of interest or similarity to yourself** |  |
|  |
|  |
| **Other relevant facts/information** |  |

Visit Company’s LinkedIn page

* Look for direct connections you already have
* If none, do you have any second-degree connections that could arrange an introduction?
* Look at company updates - what are they talking about? What’s important to them?
* Are they hiring for other positions? Does this suggest expansion, new team etc?
* Any other useful company information - number of employees, specialties etc?