



Interview Preparation Worksheet

List out professional accomplishments and achievements, as well as the strategy behind those results

Company: _____

Position: _____

List your Accomplishments/Achievements since holding your role or being with the company:

List the strategy, implementation, and development processes used to bring about these results:

Think Through:

- Did you help to increase sales, productivity, or efficiency? What was the percentage or dollar contribution? How did you do this? Did you have a unique approach or different results than others?
- Did you institute any new systems or changes? What was the situation that led to the change? Who approved that system? Why was this system selected over others? What happened as a result?
- Were you ever promoted? Why were you promoted? How long between promotions?
- Did you do something outstanding? How much more responsibility? Did you get to manage people? How many? Were you promoted by more than one party? Were you given significant salary increases or raises?
- Did you train anyone? Did you develop training technique? Compare your results to others. Is your technique being used by others? Why is that?
- Did you help to establish any new goals or objectives for your company? Did you convince management that they should adopt these goals or objectives? Why were they adopted?
- Did you change the nature or scope of your job? Why or how did you redefine your position? Have others with similar positions had their positions redefined because of you? Were there responsibility changes because of this? What were they?
- Did you ever undertake a project that was not part of your responsibility because you liked the problem?



Next, take some time and put some thought into the initial list of questions that you would like to ask the company during your interview. To get started, think about what questions you need answered to know if this is the right opportunity. What areas do you need to be clarified to feel comfortable that this environment is one in which you can thrive?

Example Questions:

- How do you measure success in your company? Tell me about the best person you have ever had in this position and what made that person unique.
- What are some of the common denominators that exist with the more successful employees of this company?
- What are the biggest challenges one will face in this role?
- What are the two most important problems that need to be addressed or corrected in the first six months by the person in this position?
- What are the key responsibilities for this position, and which are most important?
- What results are expected of this position? What are the examples of the best results produced by people in this role?
- Tell me about your background and what attracted you here.
- What are some of the company's short and long-range objectives?
- In what areas does this company excel? In what areas does this company have some limitations?
- What are the company or department goals for this year and next?
- How will I be evaluated and how often?

Additional Questions:

1.
2.
3.
4.
5.

