



Creating real-world-readiness since 1987

Peak Mastery
Toll free 866.471.4285

Preparing for Job Interviews

Planning and preparation are critical to a successful job interview.

What is an interview? It helps the hiring manager determine if you have the skills and experience to do the job. But it's also a way to judge your interest and enthusiasm. In many cases, willingness to learn, initiative, and excitement about the job will make a bigger impression with a manager than specific skills. And they want to be sure that you don't "have two heads" – so don't act like you do!

Describe your ideal job. Be realistic and consider the skills and experience you have NOW.

Describe how you can show enthusiasm, initiative, willingness to learn:

Describe 3 traits you have that will help you, even if you don't have enough experience:

Behavioral Interviewing When doing a job interview, you may be given a "behavioral interview." This means you'll be asked about your behavior in past jobs and other life experiences. Your past behavior - choices, results, interactions with others, commitment, etc. - provides clues to your likely future behavior.

In the boxes below, describe five past experiences: jobs, volunteer work, school projects, hobbies, anything. Then describe what your **tasks** were, and **what results you achieved**. This will give you some practice and ideas for possible behavioral interviews.

Consider where you did a good job, demonstrated initiative, worked well as a team, offered suggestions for improvement, helped others, had a good idea, or other positive result. If you can't remember actual results, write how you would better approach each of these situations in the future.

First experience:

Tasks and results:

Second experience:

Tasks and results:

**Third experience:
Tasks and results:**

**Fourth experience:
Tasks and results:**

**Fifth experience:
Tasks and results:**

Why you? Why this job? The two most important questions in an interview are, "why should we hire YOU?" and "why do you want this job?" The first question addresses your skills, experience, initiative, and why you're better than the other people who want the job. The second question addresses your personal interest, passion, and enthusiasm.

For example, assume you are an astronaut. You are interviewing for a job to pilot a rocket ship into outer space. Here's what your answers might be to these questions:

- *Why should we hire YOU?* "I have 15 years of experience flying rocket ships, I have three advanced degrees in rocket science, and I helped your organization write the mission plans for the next launch."
- *Why do you want this job?* "I love space exploration! I love being a pioneer and going where no man has gone before. Your organization has the best space programs in the world. It would be an honor to fly for you."

Get the idea? **Now you try it...** For your ideal job above, answer those two questions:

Using your ideal job above, answer *why should they hire YOU?*

Using your ideal job above, answer *why do you want this job?*

If you are not asked these questions, VOLUNTEER the answers in the interview!

→ More resources on interviewing are available on the Web.



© 2008 Pikes Peak Learning Company - TOLL FREE 866.471.4285