

## HOW TO PREPARE FOR AN INTERVIEW WITH LESS THAN 24 HOURS NOTICE

#1 - **Study your resume.** Make sure you know what's on your own resume and can speak to every item listed. If asked to discuss something, tell a story about it and don't just repeat the words on the resume.

#2 - **Study the job description** and identify the most important skills and experiences that align to the position. For managerial positions, this might be working with people, establishing goals, conflict resolution, or resource utilization. For technical or administrative positions, look for things like analytic experience, programming languages, familiarity with specific tools, experience using software applications, customer support, or the ability to perform multiple tasks at the same time. Finally, you should consider general skills and experiences of importance to this position like written or verbal communications, time management, or attention to detail.

#3 - **Think of potential interview questions** based upon the job description and skills/experiences that you identified previously. The key is to develop general or broad questions which encompass all aspects of the skill or experience that you're trying to address. For managerial positions, the concept might be your managerial style and a good question would be "tell us about how you manage people." You should come up with at least 10 generalized questions which address the skills and experiences required from the prior step.

#4 - **Conduct a self-assessment.** Your goal is to understand yourself while identifying skills, experiences, and strengths which align to the potential interview questions you just developed. Start by reviewing your resume which should include career highlights and major accomplishments. Next, ask yourself probing questions like: What types of work am I good at? | What has made me successful? | What achievements am I most proud of? Take an hour to think about your experiences and be sure to write-out those items not already on your resume.

#5 - **Match your strengths, skills, and experiences** from your self-assessment with the questions you developed. The goal is to align your strengths, skills, and experiences with those that will most likely be asked about during the interview. A good technique is to write out the potential questions from step #3 followed by your strengths, skills, and experiences (from your resume and step #4) that best align with each question. Once you've completed this process, you're ready to formulate answers to the questions the hiring manager might ask. Try to use as many examples as possible and avoid using the same skill, strength, or experience for every question.

#6 - **Identify your key messages** (the most important items to highlight during the interview). Think of anything that could make a positive impact on the hiring decision and find a way to mention these in your conversations with the hiring manager (accomplishments, strengths, skills, or experiences that exceed what's required).

#7 - **Identify anything that might set you apart, in a positive way,** from others applying for this position and mention what makes you "uniquely qualified" when starting and ending your interview.

#8 - **Practice your communications** since interviews aren't just about what you say, they're about how you say it. Once you've developed answers to the questions discussed previously and identified your key messages, you need to deliver these out-loud to yourself and someone else. Practice until your responses make sense, flow well, and your body language aligns with your answer. After this, you're ready for the interview.