

***Complete this form each time you have an interview to best prepare.***

**Basics:**

Name of company:

Interview date:

Interview time:

Name of interviewers (if available):

Location

**Company History/Information:**

When were they founded?

What services/products do they provide?

How large is the company?

Have they been in the news lately? If so, for what reason?

What are their core values, mission, culture etc.?

**My interests, career goals, and values:**

What interests you about working for this organization?

How does this role align to your career goals?

How does this company align with your core values and personal/professional mission?

What you are the right fit for this position considering the job description provided?

**Job Description:**

What are the top three qualifications/requirements of this position?

What are the top three objectives of this job (what will you be doing the most of in this role)?

What are the top three skills of this role?

**STAR Examples (Scenario, task, action, result):**

*Be prepared to provide several examples and brief stories to provide evidence to the fact that you meet the requirements, have the skills, and have experience aligned to the core objectives of the role.*

STAR Example: When assuming position as Executive Director of the Chamber of Commerce, I was tasked with reviving a Chamber that has been inactive for several years. This included lack of paid members, valuable membership program, digital infrastructure, and united board of directors. Within the first 3 months, I created a new membership program that became the foundation of the organization. From there, I built a new website and started leveraging social media to promote our new program, which attracted interest from board members. Together as a board, we agreed upon several events to put in our annual calendar which catered to the needs of our business community. Within one year, we attracted over 80 paid members and coupled with our fundraising efforts, generated over $50k in revenue. We also secured another grant from the City of Revere due to the trust gained and excitement for the future.

*Write as many STAR stories as possible that you can think of that are relevant to the objectives, requirements, and skills in job description.*

STAR Story 1:

STAR Story 2:

STAR Story 3:

**Handling Objections:**

*Think of all the reasons why the company would not choose to hire you. Then write a counter statement addressing their concerns. Example: Maybe they will not hire me because I don’t have many years of experience. However, due to the success I had in my previous role in doing XYZ, this shows that I am more than capable and qualified.*