

Interview Cheat Sheet

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In the Days Before the Interview

- Draw a line down the center of a piece of paper. On the left side, make a bulleted list of what the employer is looking for based on the job posting. On the right side, make a bulleted list of the qualities you possess that fit those requirements.
- [Research the company, industry](#) and the competition.
- Prepare your [60-second personal statement](#).
- Write at least five success stories to answer [behavioral interview questions](#) ("Tell me about a time when..." or "Give me an example of a time...").
- List five [questions to ask](#) the interviewer about the job, the company and the industry.
- [Research salaries](#) to determine your worth.
- Determine your salary needs based on your living expenses.
- Get permission from your [references](#) to use their names.

Prepare Your Interview Answers

Be ready to answer [common interview questions](#) such as these:

- [Tell me about yourself.](#)
- [Why did you leave your last position](#), or why are you leaving your current position?
- What do you know about this company?
- [What are your goals?](#)
- [What are your strengths and weaknesses?](#)
- [Why do you want to work here?](#)
- What has been your most significant achievement?
- How would [your last boss and colleagues describe you?](#)
- [Why should we hire you?](#)
- [What are your salary expectations?](#)

Before You Go to the Interview

[Do you look professional?](#) Check yourself in the mirror; part of your confidence will come from looking good.

Carry these items to the interview:

- Several copies of your resume on quality paper.
- A copy of your references.
- A pad of paper on which to take notes, though notes are optional.
- Directions to the interview site.

Upon Arrival

- Arrive early -- enter the building 10 minutes before your appointment.
- Review your prepared stories and answers.
- Go to the restroom and check your appearance one last time.
- Announce yourself to the receptionist in a professional manner.
- Stand and greet your interviewer with a hearty -- not bone-crushing -- [handshake](#).
- Smile and maintain eye contact.

During the Interview

- Try to focus on the points you have prepared without sounding rehearsed or stiff.
- Relax and enjoy the conversation.
- Learn what you can about the company.
- Ask questions and listen; read between the lines.
- At the conclusion, thank the interviewer, and determine the next steps.
- Ask for the interviewer's business card so you can send a follow-up letter.

After the Interview

- As soon as possible, write down what you are thinking and feeling.
- Later in the day, review what you wrote and assess how you did.
- Write an [interview thank-you letter](#), reminding the interviewer of your qualities.