

## Job Interview

### « GENERAL:

**Study for your interview like it's a final exam.**

- ☐ Find out as much about the company and position as possible.
- ☐ Brush up on any specific knowledge the position requires.
- Generate a list of interview questions.**
- ☐ Ask recruiter if there are any general questions you can prep for.
- ☐ Ask recruiter how you should dress for the interview.
- ☐ Ask others in the field what types of questions to prep for.
- ☐ Search Google to generate thoughtful questions that will make a good impression.
- ☐ Prepare a list of questions for them (see job change checklist).

### « 36 HOURS PRIOR TO INTERVIEW:

**Prepare for the interview.**

- ☐ Practice delivering answers to questions out loud.
- ☐ Practice with confidence.
- Compare your skills and experiences to the job description.**
- ☐ For each component of the job, brainstorm your relevant skill and experiences and how you want to present them.
- ☐ For any skills you don't have, be prepared to demonstrate how you'll be competent without them.

### « 12-24 HOURS PRIOR TO INTERVIEW:

**Be rested for the big day.**

- ☐ Get a good night's sleep.
- ☐ If you are prone to anxiety, practice breathing or meditation before the interview.
- ☐ Eat a light, healthy, non-smelly meal.

### « 3-6 HOURS PRIOR TO INTERVIEW

**Dress for success.**

- ☐ Wear appropriate attire, which makes you feel confident.

**Empower yourself.**

- ☐ Think of a mantra you can call upon for self-confidence, like, "I got this," or "no matter what, I'll do my best."
- ☐ Think about what you can learn from the experience should you not get the position.
- ☐ Practice a firm and confident handshake.

**Don't leave any unknowns.**

- ☐ Bring extra copies of your resume.
- ☐ Arrange reliable transportation in advance.

### « AFTER INTERVIEW:

**Keep an interview journal.**

- ☐ Document details about the interview (company, date, job, etc.).
- ☐ Assess what you did well and what you need to work on.

**Prepare a thank-you card.**

- ☐ Consideration can go a long way.
- ☐ Be sure to customize it to the interviewer.

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