

Step 16:

The Interview Success Form

Now let's put all of the pieces together in your Interview Success Form. You will use this form to practice your interview skills, then you will take this form with you on your interview. It's a plus if Hiring Managers see your materials, as it proves you took the time to prepare and really care about their time. Practice with this form before each interview until you are smooth and natural and don't need it any longer.





Interview Success Form

Company Name _____ Name of Interviewer/Title _____

Address _____ Interview Date _____

Phone _____ Email _____

WIFM Commercial (Step 4, Page 8-9)

Thank you for the opportunity to learn more about your needs and to introduce myself.

You may recall that I have _____ years of experience in _____

(target job title / in target industry / key related job task)

In that time I was able to _____

*(most impressive **brief success story** of what you've done (be quantifiable) you can elaborate based on their questions throughout the interview)*

My former Boss, first name/job title _____ would tell you that I am _____

(most relevant 1-2 traits of what the employer would want in a culture fit)

Would you like me to elaborate on something first?

Job Match (Step 14, Page 32-33)

<i>You mentioned earlier that you need</i> ↔ <i>I am interested and able to complement that because I:</i>	
Job Skills/Abilities/Traits of the Position	Your Job Match Examples

Toughest Question You Expect (Step 15, Page 34-36)

Toughest Question: _____

My Response: _____

Job Specific Questions (Step 16, Page 37)

Example: *What sets your company apart from your competitors? (warmer)*

1. _____

2. _____

Salary Question Response

"Thank you for your interest in ensuring I am approachable. I assure you I intend to accept a fair offer that reflects my experience and qualifications. Is there a range you are working within?"

Get the next interview - get the job

"After discussing this opportunity and what you need to have accomplished, I am confident that I would do an excellent job. For example _____. I am very impressed with you and your company because _____. I work hard every day, I am loyal and take pride in continually improving. I would like to be a contributing employee at your company and I hope you will offer me this job. May I address any last points or can we set the next interview date now?"

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