

Résumé and Interviewing Employer Research Worksheet

Name of Company: _____ Website: _____

What products/services does the company provide?	
What is the mission statement of the company?	
Who is the head of the company? What do you know about him or her?	
Where is the company's headquarters? How many locations does the company have?	
What is the corporate culture of the company?	
What is the reputation of the company? What awards or recognitions have they received?	
What are the company's plans for the future?	
Company strengths/weakness/challenges:	
What projects/divisions of the company interest you and why?	
Why I am interested in working for <i>this</i> company?	

Other Notes:

Construct your own 60 Second Commercial for Interviewing

A common question asked in the job interview is “tell me about yourself.” A 60 second commercial is a professional summary of your experience, skills, and strengths and why you are a good fit for the company.

Step 1: Briefly describe your experience related to the position for which you are interviewing.

Step 2: Identify skills, qualities, and accomplishments you have to offer the employer.

Step 3: Close with the greatest strength you bring to the employer and why you are a good fit for the company.

Write a paragraph using the information from Steps 1, 2 & 3.

Read through each sentence adding relevant detail. Edit your 60 second commercial and say it out loud until you can deliver it smoothly and comfortably.

Writing Your Own SAR Examples

The SAR technique answers behavioral-based questions and provides examples that show your skills and experience. These examples can be used for different positions as long as they address the question the employer is asking.

Target Job _____

Choose a Topic

- ☐ Communication
- ☐ Problem solving
- ☐ Teamwork
- ☐ Customer service
- ☐ Conflict management
- ☐ Leadership
- ☐ Self-starter
- ☐ Work ethic
- ☐ Life-long learner
- ☐ Skills & experience
- ☐ Résumé information
- ☐ Other

What was the situation?

What action was taken?

What was the result?

Mock Interview Evaluation and Feedback Form

As the job seeker, put yourself in the shoes of an employer. How would he or she respond to your answers, body language, preparation, knowledge of the company, and position during an interview? Use the form below as you prepare and practice your interview skills. Give the form to others, so they can score each category. Encourage them to provide honest constructive feedback, It will help you improve and be better prepared for an interview with an employer. Remember, the goals of the mock interview are to (1) recognize strengths and weaknesses and (2) set goals for improvement.

Personal Appearance

Rate the applicant on the criteria below on a scale of 1 to 5. (1=poor and 5=excellent)

CRITERIA	Rating				
	1	2	3	4	5
1. Dressed appropriately for the interview					
2. Organized: Had all of the necessary materials on-hand in a professional, well-organized format					
3. Presented him/herself professionally (no gum, drinks, food, cell phone, etc.)					

Comments:

Body Language

Rate the applicant on the criteria below on a scale of 1 to 5. (1=poor and 5=excellent)

CRITERIA	Rating				
	1	2	3	4	5
1. Handshake					
2. Eye contact with interviewer					
4. Voice level					
5. Facial expressions					
6. Posture/body position					
7. Self-confidence/comfort level					
8. Control of nervous habits					

Comments:

Quality of Response to Questions

Rate the applicant on the criteria below on a scale of 1 to 5. (1=poor and 5=excellent)

CRITERIA	Rating				
	1	2	3	4	5
1. Effectively shared examples using the SAR technique					
2. Presented an effective 60-second commercial					
3. Appropriateness of responses to questions					
4. Effectiveness in describing strengths, skills, and abilities					
5. Prepared with questions for the employer					
6. Use of power words					

Comments:

Overall Presentation

Provide any additional feedback on your impression of the interview here:

Template for Writing a Strong Thank You Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name of the person who interviewed with
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job for which you interviewed. The more detailed you are, the more the interviewer will know about your qualifications.

The third paragraph (optional) can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said during the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

Your signature

Your typed name