



GREAT
RESUMES
FAST

Pre-Interview Worksheet and Checklist

Knowing this information can give you a
competitive advantage over other (unprepared)
candidates.

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NOTES

Great Resumes Fast exists because you deserve an **interview-worthy resume.**



HELLO, I'M JESSICA HERNANDEZ

the founder of Great Resumes Fast

I remember the exact moment the idea for Great Resumes Fast first emerged in my mind:

I was at my desk in my former career in HR as a recruiter, and I was sitting across from a person who had stopped by to drop off her resume. A few minutes into our chat, I knew she was a perfect fit for the position.

Then I glanced down at the resume she had handed me. And I was shocked.

Nothing on her resume conveyed the professional she really was in person. None of the incredible skills and accomplishments I had discovered in a five-minute conversation were in writing.

Had I not happened to be there when she stopped by, I would never have called her in for an interview based on her resume.

We would have missed out on this amazing team member, and she would have missed out on this position that was so perfect for her. All because her resume wasn't doing her justice.

That's why our mission at Great Resumes Fast is to make sure you get an interview - where you can really shine.



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PRE-INTERVIEW WORKSHEET AND CHECKLIST

Fill out as much information as you can. The more you know about the company, the interviewer(s), and the job, the more confident you will be.

JOB OPPORTUNITY

JOB TITLE YOU'RE INTERVIEWING FOR:

DATE/TIME OF THE INTERVIEW:

COMPANY INFORMATION

COMPANY NAME:

ADDRESS:

PHONE NUMBER:

WEBSITE:

WEBSITE REVIEW

- Review the company website — in particular, the “About” page, “Media” section (if there is one), and information about their products and services.
- Check out the source code on the company website to see if there are particular keywords that give insight to the company’s focus. (Go to the company website. In your web browser, go to the “View” menu and choose “View Source.”) Note: Not all companies include this information in their source code (look at the title code and meta tags).

FACEBOOK BUSINESS PAGE – WWW.FACEBOOK.COM/

- Look at the content the company posts, but also look at what other people post on the company’s page. Can you identify any potential problems that need solving?

DO THEY HAVE A BLOG? BLOG URL:

- Review the blog for greater insight into the company.

COMPANY TWITTER HANDLE — @

DESCRIBE THE COMPANY (SUBSIDIARY OF ANOTHER COMPANY? HOW MANY EMPLOYEES? HOW MANY LOCATIONS? WHAT INDUSTRY? STRUCTURE — PUBLIC, PRIVATE, FAMILY-OWNED, NONPROFIT, ETC.)

DOES THE COMPANY HAVE A YOUTUBE CHANNEL?

- NO
- YES - WWW.YOUTUBE.COM/

- Take a look at the official videos posted by the company.
- Also do a search for the company on YouTube and see if there are any videos posted by employees, the media, or affiliates.

NOTES/THOUGHTS BASED ON ONLINE PROFILE RESEARCH

GOOGLE REVIEW

- Do a Google search on the company. Review the first three pages of Google results—anything interesting?

Notes:

- Look at what other job postings are open at the company—these can help you identify growth opportunities in the company.

- Next, do a Google News search on the company (news.google.com).

Any news stories?

Any major announcements in the last 18 months?

LINKEDIN REVIEW

Search “Companies” on LinkedIn. Does the company have a profile on LinkedIn?

YES

NO

How many followers does the company have on its company page?

If the company has a profile, does it list:

Company type

Company size

Industry

Year founded

Headquarters (location)

Makeup of employees (location, job title, education)

Also look at the “Viewers Also Viewed” list of companies. These are potential competitors for you to research.

You will also be able to see if any of your existing connections are affiliated with the company. You can also see “2nd-degree” or “3rd-degree” contacts. You can click through to those profiles for additional information on the employee’s background.

The “Insights” tab (if one is available for the company) will give you information about the company’s employees.

If the company has provided “Company Updates,” be sure to read those.

On the company’s LinkedIn page, click the yellow “Follow” button, and information about the company will be included in your “Updates” feed on the home page of your LinkedIn profile.

THE INTERVIEWER

- You can often find this information on LinkedIn, Facebook, or through a Google search.

Who are you interviewing with?

- Name
- Job Title

- Google your interviewer's name.

Notes:

- Twitter handle — @
- Approximate age (and date of birth, if known)
- College/university attended
- Degree pursued/achieved
- Year graduated
- Military service

NO

YES - Branch:

- Family-married? Kids?
- How long in current job?
- Previous positions within the company
- Previous company
- Previous job title
- Professional or trade organization memberships

Social clubs / associations / affiliations

Active in community (community service) or religion? (describe)

Honors/awards

Hobbies / recreational interests*

Do not bring these up unless confirmed by evidence in interviewer's office (i.e., trophies, awards)

Sports interests (teams)

Do a Google Images search to find a photo of the interviewer
(images.google.com/)

Is this individual making the hiring decision?

YES

NO

If no, what is the name/title of the hiring decision-maker?

Name

Job Title

Who do you know who knows this interviewer?

1.

2.

3.

4.

5.

What LinkedIn groups is he/she a member of?

If the interviewer is a technical manager, have they written any LinkedIn recommendations for current or previous employees? What skills/attributes did they value?

COMPETITIVE ANALYSIS

- Who is the company's biggest competitor?
- Website

(SWOT) Analysis Strengths/Weaknesses/Opportunities/Threats

Strengths (Compared to the competitor, what is the prospective employer's greatest strengths in the market?)

Weaknesses

Opportunities

Threats

UNDERSTANDING THE POSITION

Who does this position report to (name and job title)?

Do any employees report to this position (names and job titles)?

What are the top three challenges of the job?

1.

2.

3.

Which “employer buying motivators” apply to this position?

Make money

Save money

Save time

Make work easier

Solve a specific problem

Be more competitive

Build relationships / an image

Expand business

Attract new customers

Retain existing customers

Based on salary research, you would expect this position to pay between
\$ and \$.

PERSONAL ASSESSMENT

What is your biggest strength/qualification for this position? What sets you apart from other candidates?

What might keep you from getting the job?

What question do you least want to be asked in this interview?

CONTEXT / CHALLENGE / ACTION / RESULTS STATEMENTS (CCAR)

- Prepare two to three CCAR stories (Context – Challenge – Action – Result) based on your research of the company and the position.

Employers generally formulate their interview questions around the skills they are seeking in a candidate. These skills can be:

- Job-Specific: Technical skills that are gained through education, training, and/or hands-on experience.
- Transferable: Skills such as problem-solving, organization, or leadership – that are inherent to you, not specific to any one job.
- Interpersonal: Skills such as communication and collaboration.

Identify up to five skills that are required for the position you are seeking. These can be skills identified in the job posting or by reviewing job descriptions online, on O*NET — <http://www.onetonline.org/>, or the Occupational Outlook Handbook — <http://www.bls.gov/ooh/>

By “nicknaming” each of these skills, it will help you remember them more easily in the interview.

SKILL #1 – Nicknamed

Context (“While working at”)

Challenge (“I was given the responsibility to”)

Action (“So I”)

Result (“As a result of my efforts”)

SKILL #2 – Nicknamed

Context (“While working at”)

Challenge (“I was given the responsibility to”)

Action (“So I”)

Result (“As a result of my efforts”)

SKILL #3 – Nicknamed

Context (“While working at”)

Challenge (“I was given the responsibility to”)

Action (“So I”)

Result (“As a result of my efforts”)

SKILL #4 – Nicknamed

Context (“While working at”)

Challenge (“I was given the responsibility to”)

Action (“So I”)

Result (“As a result of my efforts”)

Based on your research, what three questions would you want to ask in the interview:

1.

2.

3.

REFERENCES

Who are your “ideal” references to use for this position? Contact each of them to ask permission to use them as a reference for this position; let them know you’ll be in touch with them after the interview to let them know how it went and prepare them for any specific issues they may be asked to address.

Reference #1

Contacted on (date)

Reference #2

Contacted on (date)

Reference #3

Contacted on (date)

ADDITIONAL INFORMATION (NOTES)



AFTER THE INTERVIEW

Take a few moments right after your job interview to write down your thoughts. Read through these questions before the interview so that you'll have an idea of what kind of information you'll be recording. Research shows that we forget almost half of what we've heard after just four hours, so the sooner you can complete the post-interview worksheet, the better.

COMPANY NAME:

JOB TITLE YOU INTERVIEWED FOR

DATE/TIME OF THE INTERVIEW:

“Connections” — What did the interviewer like most/best about your skills/education/experience?

“Disconnection” — Did the interviewer raise any concerns about your skills, education, and/or experience?

Does the company offer continuing education/training? (describe)

Opportunities to advance (describe)

Pay/benefit information*

* Do not ask about pay/benefits unless the interviewer brings it up.

REFERENCES

- Contact your references and let them know about how the interview went and any specific issues (good/bad) they should be aware of if contacted by the interviewer.

Reference #1

Contacted on (date)

Reference #2

Contacted on (date)

Reference #3

Contacted on (date)

NEXT STEP

Follow-up / next step (Will they contact you? More interviews?)

When is a hiring decision expected?

Plan to follow up if you don't hear back by this date:

Send a thank-you note to the interviewer (handwritten or via email, within 48 hours of interview).

Additional notes from the interview

EXECUTIVE COVER LETTER TEMPLATES & DO-IT-YOURSELF JOB SEARCH GUIDES

Skip the trial & error with our proven guides and
templates

[VISIT OUR ONLINE
STORE NOW](#)



SCHEDULE A CONSULTATION

Hey goal-getter, ready to sharpen your executive resume and LinkedIn profile (minus the flowery words and dull templates)?

Grab a cup of tea, pull up a chair and let's discuss if we're a good fit to work together.

[BOOK MY CALL NOW](#)

