

# Episode 13 - Worksheet



## NAVIGATING JOB OPPORTUNITIES - ACING THE INTERVIEW

Date :

*"Believe in yourself. You've got the goods. Say this to yourself over and over as much as you need to." - Unknown*

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### SETTING INTENTIONS

1. Write down WHY you want to work there:

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2. What 5 things do you want out of the meeting? (Could be terms, could be answers to questions you have, etc...)

- a. 

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- b. 

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- c. 

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- d. 

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- e. 

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3. Write down what YOU offer to the company, and WHY they should hire you:

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### PREPARATION

4. Research the company. List 5 skills/experience you have and HOW it relates to the company's values, industry, the role you're applying for, etc...

- a. 

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- b. 

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- c. 

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- d. 

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- e. 

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5. What is the company's mission:

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6. What questions do YOU want to ask THEM?

- a. 

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- b. 

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- c. 

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7. Write your own "personal sales pitch" about why they should hire you. Highlight your skills and experience that aligns with the job you are interviewing for:

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8. If you have any specific accomplishments (professional or personal) that you would want to mention, list them below.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

9. Research the position you're applying for. What is the typical salary for that role for someone of similar experience?

- a. \$ \_\_\_\_\_

10. Are there any specific expectations you have if offered the role that you would need to negotiate? (Salary, Vacation, Benefits, etc...)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_