

First Interview Questions Worksheet

Tell Us About Yourself		
Education.	Skills related to job.	Experience related to the job.
Why did you apply for this job?		
Career Goals.	Type of job and stress how you are qualified.	What you like about the Company.
What are your strengths?		
Challenge	Action	Result
What are your weaknesses?		
Challenge	Action	Result
How do you stay organized?		
Challenge	Action	Result

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What do you hope to accomplish in the first 30 days?		
Connect with the team.	Listen to others.	Learn all you can.
If this were your one year performance review, what would we be talking about?		
Lessons learned.	Successes.	Plans for the coming year.
What do you know about our company?		
Use the Company research worksheet to prepare your answer.		
If you were given an assignment that you did not understand what would you do?		
Challenge	Action	Result
Do you have any questions for us?		
Consider asking questions in these areas: <ol style="list-style-type: none">1. One question about the job.2. One question about the company.3. One question about training.4. One question about when they will make a decision and will you be notified if you are not successful?5. Generally if they have not brought up the salary, you should not ask about the salary in the first interview.		