

APPENDIX E

INTERVIEW PREPARATION

THE INTERVIEW IS YOUR opportunity to make a good impression and highlight your special job skills. While you don't control the questions you will be asked, you can prepare yourself for the interview in advance.

1. **Self-analysis:** Take stock of the gifts that God has given to you. List what you do well, things that other people have always said are special about you—e.g., you are easy talk to, you are a great problem solver, etc.
2. **Questions about your resume:** Review your resume and think of questions you might be asked. If you have listed decreasing costs by 25% as a success, can you answer a question about how much that was in dollars? Or how did you do that? Put yourself in the shoes of the person interviewing you, what would you ask of yourself?
3. **Anticipate common questions:** There are some very common questions you can anticipate, such as, “Why do you want this job,” “Tell me about yourself,” “What are your strengths and weaknesses,” etc. If you aren't sure what might be asked, you can go online to pull up a list of common interview questions to give you an idea.

4. **Anticipate “behavioral” questions:** Expect “behavioral” questions in an interview—e.g., being asked to give examples from your past that demonstrate your answer to certain questions. Think about your past successes as you prepare for these types of questions.
5. **Your questions of them:** Be ready with some questions to ask them—and not just about the starting rate of pay or their benefits package. Ask about what’s important to you. As an example, if clarity of expectations is important to you, what question would you ask to learn more about that?

Let me be clear—you don’t want to be a robot and have everything scripted out and memorized. If you do, that will be clear to the person interviewing you. What you want to do is reduce the surprises so that your natural self is what they see.

PREPARING FOR YOUR INTERVIEW

WHEN YOU ARE CONTACTED, and an interview is scheduled, then it's time to prepare for the interview for that job, with that organization. What's different from general interview preparation is that you know the job you are interviewing for and you know the organization. What do you do next to prepare?

1. **Company research:** Do some research about the company. You can find a wealth of information online, but you can also gather information by searching out people you know who work for them. If you know about the company, it will be clear to the interviewer that you are interested.
2. **Your questions:** Refine the list of questions you have based upon the job and the organization. Your questions will demonstrate your interest and help you determine if this is the right job for you.
3. **Your best foot forward:** Putting your best foot forward means presenting the real you. But first, you need to dress appropriately; first impressions count. If you aren't certain what the standard of dress is at the company, call and ask or ask the person who sets up the appointment. You'll never be wrong in overdressing. Remember to

smile when you meet people, even if you're nervous. A smile conveys friendliness and warmth, something all interviewers want to see.

4. **Practice answering questions:** Have your spouse or a good friend ask questions you think you might be asked and *answer them out loud*. Why? Because your mind knows what it wants to say, but it might not come out of your mouth the same way. A little practice will calm you down.
5. **Pray:** You've done all you can to prepare; it's time to turn it over to God. In my turning it over to God, I often reread Ephesians 6:13-18, especially the words I've bolded. *Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and **after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God. And pray in the Spirit on all occasions with all kinds of prayers and requests.***