

# [CQ] The Interview T-Chart™

Job interviews provide an opportunity for both employers and applicants to get a sense of whether the position, work environment, organizational culture, and objectives would be a good match. There are a number of steps you can take before (and after) the interview to ensure that you make a terrific impression on your potential employer.

## Why complete this tool:

It will help you:

- Analyze the job that you are applying for.
- Identify whether the company and its culture are the right fit for you.
- Gain as much information and knowledge on the position and the company before going into the interview.
- Practice answering interview questions that you will probably be asked. This will also help calm any nerves prior to the interview day.

## Best practices:

- Knowing your audience is key for successful interviews.
- Researching companies' various social media sites will help you complete this tool.
- Identifying the organization's wants and needs will help you determine if it is the right opportunity for you.
- Look for overall compatibility with the organization you are preparing to interview for.
- Don't be afraid to ask questions, you will be assessing if they are the right fit for you, just as much as they are assessing you for the role.

## Job Application / Interview Preparation Template

Company:	
Position:	
Date:	

### Job Posting:

Copy and paste job posting or description here

## Specific Job Requirements

What do they want / need? The questions that they ask in the interview are going to relate to what they want / need for this position – the requirements.

1. In the left-hand column, from the job posting, job description, talking to employees, etc. identify their requirements for this position. This will help you focus on what THEY are looking for.
2. In the right-hand column, list your experiences (in bullet points) that fulfill each corresponding requirement on the left. These will help bring real examples to mind that will assist you in answering questions about their requirements. It might also identify gaps in your experience, where you might need to focus on your *knowledge* about that area instead of experience.

(Add more rows as required)

<b>Position Requirements (from postings, job description, etc.) Duties, Responsibilities, Knowledge, Soft Skills, Hard Skills, Experience, Other</b>	<b>Experience Knowledge, Success Stories, etc. (bullet points)</b>

**Generic Interview Questions** – be prepared to answer these questions for ANY interview.

Generic Questions	Experience Knowledge, Success Stories, etc. (bullet points)
Tell me about yourself	
What do you know about us?	
Why would you like this job?	
Why do you think that you would be a good candidate for this role? (critically important question!)	
What do you think would be your biggest challenges or issues in this role?	
If you were offered this job, what concerns would you have about taking it?	
What are the circumstances of you leaving your present / former employer?	
Why do you want to leave your current employer?	
What are your long-term career aspirations?	
What would your current / last employer say about you? Strengths? Weaknesses?	
What are your salary expectations?	
Tell me about a time that you had a conflict with your boss or another employee. What did you do? How was it resolved?	
How do you deal with stressful situations? Give examples.	

### Questions for the Employer

Have some questions prepared for the employer. Here's a start. There might also be other questions that are directly related to the position.

Intelligent questions can send a message to the employer about your interest and knowledge in the subject matter.

- What are the biggest challenges that you would anticipate I would face in this role?
- How would you describe the culture and climate of this department / organization?
- What are the next steps in the interview process? When can I anticipate hearing back from someone about this position?
- What is the measure of success for this role? KPIs?

Other questions you may want to ask:

- 1.
- 2.
- 3.
- 4.
- 5.

# Go Deeper

As part of [CQ] The Career Intelligence methodology, this section is for those who wish to explore the topic in more depth and from different perspectives. We have curated content from top thought leaders and sources. Our goal is to support you with relevant thinking to continue the development of your mindset and skill set in the on-going process of realizing your full career potential.

**Article: How Job Interviews Really Work, And how to make them work for you by Brad Waters, *Psychology Today***

As applicants, we don't know what's going on behind the scenes of a company, so we must take every aspect of the job search seriously. That means learning how to create a great resume, a tailored cover letter, and a standout LinkedIn profile, as well as preparing for the interview process. [Read here](#)

**TED Talk: 10 Ways to Have a better conversation**

When your job hinges on how well you talk to people, you learn a lot about how to have conversations -- and that most of us don't converse very well. Celeste Headlee has worked as a radio host for decades, and she knows the ingredients of a great conversation: Honesty, brevity, clarity and a healthy amount of listening. In this insightful talk, she shares 10 useful rules for having better conversations. "Go out, talk to people, listen to people," she says. "And, most importantly, be prepared to be amazed." [Watch here.](#)

**Book: How-Talk-Anyone-Success-Relationships by Leil Lowndes**

An interview is, at its core, a meeting between people, and the simple fact is, some of us are naturals at being charming and relaxed when interacting with strangers, and some of us are... not. Lowndes offers a guide to being relaxed and in control of every situation, and leveraging that comfort into developing commanding conversational skills that will serve you well in a wide variety of situations—including even the most intimidating interviews. Lowndes covers everything from massaging egos to reading rooms, skills that will make it easier to perfect your presentation in just about any interview, allowing you to bring your knowledge and experience to the fore. [Amazon.](#)

**Written for you by CareerJoy founder, Alan Kearns: What you need to do to get hired quickly**

Do you want to get hired quickly? Would you like to get promoted into the position for which you have the qualifications? Did you know that the number one reason that people will hire you or choose your products and services over the competition is the evidence of your soft skills? According to *Workforce*, 67% of managers would hire an applicant with strong soft skills, even if their technical skills were lacking.

For some helpful tips and information, listen to my interview with Mark Jeffries, author of *What's Up With Your Handshake?* and a leading expert in the "how to" of soft skills.

So, what are soft skills?

According to Mark, they are “anything that enables you to influence others, to pitch ideas, and to successfully persuade others to take action.” Think about how much of your role involves influencing and persuading others to take action.

Although many think they can gain advancement through more education, training or other hard skills, the most effective way to move forward in your career is to focus on upgrading your soft skills. We live in a world where most professionals emphasize their hard skills. Hard skills are the education, knowledge, and skills you need to practice your specific profession.

Mark shared, “soft skills, used strategically, have never been more important to grow your career and get ahead of the competition.” Although many think they can gain advancement through more education, the most effective way to move forward in your career is to focus on upgrading these soft skills.