



Navigating the Hiring Process Interview Success Form

Company Name _____

Name of Interviewer/Title _____

Address _____

Interview Date _____

Phone _____

Email _____

WIFM Commercial (Step 5, Page 9)

Thank you for the opportunity to learn more about your needs and to introduce myself.

You may recall that I have _____ years of experience in _____

(target job title | in target industry | key related job task)

In that time I was able to _____

*(most impressive **brief success story** of what you've done (be quantifiable) you can elaborate based on their questions throughout the interview)*

My former Boss, first name/job title _____ would tell you that I am _____

(most relevant 1-2 traits of what the employer would want in a culture fit)

Would you like me to elaborate on something first?

Job Match (Step 13, Page 31)

<i>You mentioned earlier that you need</i>	<i>↔ I am interested and able to complement that because I:</i>
Job Skills/Abilities/Traits of the Position	Your Job Match Examples

Toughest Question You Expect (Step 16, Page 32-34)

Toughest Question: _____

My Response: _____

Job Specific Questions (Step 17, Page 35)

Example: What sets your company apart from your competitors? (warmer)

1. _____

2. _____

Salary Question Response

Get the next interview - get the job

"Thank you for your interest in ensuring I am approachable. I assure you I intend to accept a fair offer that reflects my experience and qualifications. Is there a range you are working within?"

After discussing this opportunity and what you need to have accomplished, I am confident that I would do an excellent job. For example _____. I am very impressed with you and your company because _____. I work hard every day, I am loyal and take pride in continually improving. I would like to be a contributing employee at your company and I hope you will offer me this job. May I address any last points or can we set the next interview date now?"