

## Your One Page Interview Agenda

**Remember: There are three key things the interviewer has in mind:**

- Can you do the job?
- Will you love the job?
- Will we like working with you?

**List the most important things you want the interviewer to learn about you.**

Tell Me about Yourself *(Be able to say this in 2 minutes, and be sure it relates to the job):*

3- 5 Key Relevant Skills to Emphasize:

3- 5 Key Related Experiences that demonstrate the key competencies sought: *(Be prepared to describe a problem/ situation addressed, the steps you took to solve it, and the results achieved.)*

Why do you want the job? *(Show that you've really put some thought into this & it's not just about the money or the promotion.)*

What are Your Long Term Goals? *(Include how the role applied for will help you reach those goals.)*

Five powerful questions you want to ask during the interview *(based on your research of the company):*

You can take this to the interview to review while you are in the waiting room, or to refer to if absolutely necessary.