

INTERVIEW PREP—COMPANY & POSITION RESEARCH

The first step in preparing for an interview is researching the employer you will be meeting with. Knowing about the employer will help you feel more comfortable and confident walking into the interview and knowing the organization's goals and initiatives will help you to anticipate the types of questions they may ask.

▶ STEP 1

For this assignment, use a job description at an organization or company you would like to interview with. Review the employer's website, look at their home page, About Us page, staff, current projects, etc. Explore their social media accounts (Instagram, Facebook, Twitter, LinkedIn, and YouTube). Do a Google search paying special attention to any recent news articles. Ask people you may know if they know anything about the organization and find out if there are any alumni that work there. Do you have any insider connections?

▶ STEP 2

Thoroughly review the job posting. What are the qualifications and expectations? Search the company and similar positions on sites like Glassdoor or *Onet.

Fill in the following information:

1. Mission statement and goals of the organization

2. What is the primary product or service of the organization? Who are their customers/clients?

3. Where is the organization located? Do they have additional locations? Where? Is remote work available?

4. Is the company large or small? How many employees?

5. What are the project areas or divisions of the organization? Which one(s) would you be working with?

6. How does the position fit with the overall goals/mission of the organization?

7. Are there any notable accomplishments of this organization?

8. What can you tell about the culture of the organization or their primary values?

9. What questions might you anticipate in an interview?

10. What questions may you want to ask during your interview?

FOR MORE INFORMATION, CONTACT

Career Services and Advising Center
Hammond Hall, Room 318
978-665-3151
careercenter@fitchburgstate.edu