

Syllabus: Interview Preparation and Practice

You got in the door because of your qualifications, to land the job you must show them you're a fit for the job, the team and the organization.

Congratulations! You're going for an interview.

Time to put your Best Self forward because you only want to get a job where your Best Self will be welcome and valued. The interview is the best place for you and the organization to figure out whether that organization is a good fit for your Best Self.

While every interview will require unique preparation, there are steps you can take before you even get the invitation to prepare and practice your interviewing style. The materials in this module will help you prepare and practice your interview for your Perfect Job Description. You can use this same approach to prepare and practice for each unique opportunity that comes your way.

Check off each activity as you complete it below.

__ **DAY 1:** Print this syllabus. Set aside time on your schedule for the next 6 days to engage with this material and set your intention to complete this work this week

__ **DAY 2-3:** Review Lesson 1. Do the worksheet to prepare your Talking Points for the interview.

__ **DAY 3:** Complete Lesson 1. Create your Interview Talking Point document using the provided Template (.rtf).

__ **DAYS 4-7:** Review Lesson 2. Practice your interview with a colleague/mentor or by yourself on video and rate your performance.

Should you prepare for all types of interviews in the same way?

These days there are so many ways you can be interviewed: phone, video (Skype/GoToMeeting), in person, panel etc. In addition, you may be meeting with people who represent a variety of relationships to the job for which you're interviewing: such as recruiter, boss, peer, boss' boss etc.

While each interview and format will have a few twists, your essential task is the same" show up with your Best Self and make a good first impression. You don't get a second chance to make a first impression! Be a good listener; answer truthfully and with enthusiasm for the possibility they are offering you; get across your key Talking Points and get answers to questions you have. Leave them with a good impression.

That's all you can do and if you do it well, you can be satisfied that whether or not you get the job, you were a good candidate and put your Best Self forward.

Access your materials at <http://member.inpowercoaching.com>