Preparing for Future Interviews

Last Modified on 09/18/2024 3:54 pm PDT

Are you planning on searching for a new job in the next few months? It's never too early to prepare for the interview process! In this article, you'll find a list of questions about your goals, work history, skills, and accomplishments. Being able to articulate your thoughts and ideas clearly and confidently can convince employers to hire you. We recommend writing down your responses and referring to them when it's time to apply for jobs and interview!

Goals:

- What do you want out of your next job?
- What did you like most about your previous job?
- What are the values you want your next employer to have?
- What are your medium and/or long term career goals?
- What are your top strengths?
- Are there any hobbies, interests, or volunteer activities that you would like to pursue professionally?

Work History:

- What was a typical day like at this job?
- What were your primary responsibilities?
- How did you know you were doing a good job?
- Please share some numbers to describe the scope of your work. (e.g. The number of customers you assisted daily, how many employees you managed, etc.)
- Did you earn any awards? If so, what did you win those awards for?
- What are your proudest moments from this job?
- Please list the ways you've had a positive impact on your team or employer.
- How did you or your manager measure your impact on the company? (Please list some examples of the impact you had on your company. The more metrics you show, the better.)
- What was unique about how you did your job compared to others?
- Why did you decide to leave this job/role?
- Was there any special software or online tools you used to do your job successfully? How did you use them?

Skills:

- Do you know any other languages?
- Do you have any technical skills?
    - Microsoft Excel
    - Microsoft Powerpoint
    - Google Suite (Google Docs,Google Sheets, Google Slides, etc.)
    - Customer Relationship Management Software (Hubspot, etc.)
    - Project Management Tools (Asana, Trello, Jira, etc.)
    - Point-of-Sale Systems (Toast, Square, etc.)
    - Inventory Management Systems (Hart, Quickbooks, etc.)
    - Graphic Design Software (Photoshop, Illustrator, Affinity Designer, etc.)
    - Video Editing Software (Final Cut Pro, Adobe Premier, etc.)
    - Email Marketing Tools (Mailchimp, Hubspot, etc.)
    - Digital Marketing Tools (Wordstream, Intercom, etc.)
    - Coding Languages/Frameworks (HTML/CSS, Javascript Python, etc.

- Other

Accomplishments:

- Share at least 5 work related stories that showcase the best of your skills. Here are some story prompts you can use:
    - Helping a customer achieve their goal
    - Developing a new process or improving an existing one
    - Achieving a specific business goal
    - Learning a new skill or piece of software
    - Teaching someone a new skill or piece of software
    - Collaborating with a difficult colleague
    - Learning from a mistake
    - Other