

JOB INTERVIEW CHEAT SHEET

FILL IN THIS CHEAT SHEET TO BE FULLY PREPARED FOR YOUR JOB INTERVIEW.

FUN FACT: CHECK YOUR INTERVIEWERS LINKEDIN PAGE TO SEE IF YOU HAVE ANYTHING IN COMMON OR ANYTHING YOU FIND INTERESTING.

- 1. Tell me about yourself
- 2. Your weakness and strength
- 3. In 10 years time

NOTES

INTERVIEW DATE:
COMPANY

WHO ARE YOU MEETING?

WHAT INTERESTING THINGS DID YOU FIND ON LINKEDIN ABOUT THIS PERSON?

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#1. TELL ME ABOUT YOURSELF

Name 3 skills that you have

SKILL 1:

SKILL 2

SKILL 3:

List per skill WHY they match this job opportunity

SKILL 1:

SKILL 2:

SKILL 3:

#2.PERSONAL SWOT ANALYSIS

Strengths - FILL IN YOUR PERSONAL STRENGTHS

Weaknesses - FILL IN YOUR PERSONAL WEAKNESSES

Opportunities - FILL IN WHERE YOUR STRENGTHS ARE AN OPPORTUNITY FOR THIS COMPANY

Threats - FILL IN WHERE YOUR WEAKNESSES MAY BE A THREAT FOR THE COMPANY...BUT BE SURE TO ALSO EXPLAIN HOW YOU WILL CHANGE THIS

#3.IN 10 YEARS

Name 3 skills that you want to develop/grow in the next 10 years.

SKILL 1:

SKILL 2

SKILL 3:

List per skill HOW you want to develop this and what the TIMELINE for this would be

SKILL 1:

SKILL 2:

SKILL 3:



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