

PREPARATION FOR PERSONAL INTERVIEW



1. Determine what skills, knowledge and/or achievements are needed by the bank. **The purpose is to sell to the need** – what does the bank or employer need. You will need to point out the skills you have in those areas in step #3 below. However, don't sell too soon and don't seem too eager. Have a list of questions ready to find out what is required by the position in order to be considered a success.

- ✓ Ask for a job description.
- ✓ What is a typical day on the job like?
- ✓ What problems need to be fixed and/or what concerns need to be addressed?
- ✓ What are the 1, 5 and 10 year goals?
- ✓ What is the most difficult part of the job?

Note: Write down your questions before the interview. Take your questions with you to the interview and write the answers given to your specific questions. Write quickly so you don't waste time – don't lose eye contact by concentrating too much on your writing.

2. Mentally note your strengths, skills and experience and make notes beside the appropriate questions while you are receiving answers to your questions in #1 above. Don't discuss the answers yet. When you finish step 1, then step 2 will also be complete.

3. Needs of the Company/Skills of the Candidate

A.

- ✓ Note the needs of the company by discussing goals and challenges of the position. (These ideas are discovered in question #1.)
- ✓ Discuss similar duties and accomplishments in similar positions in your previous jobs. (Don't exaggerate.)

B.

- ✓ Discuss the job description and the skill set needed to do a good job from your notes from question #1.
- ✓ Discuss personal job skills that you possess that are a match.
- ✓ Discuss what benefits the company would receive by your being on board.

C.

- ✓ Discuss your personal desires that will parallel or intersect with the position, career path, location or type of company you are interviewing with.

4. Further Preparation

A.

- ✓ Be aware of any weaknesses that the company may bring up.
- ✓ Have a reasonable answer and practice being smooth on your delivery.

B.

- ✓ Study the Bank
- ✓ Be as informed as possible.
- ✓ Study the annual reports
- ✓ Research the bank's web page
- ✓ Know who the bank's competitors are

C.

- ✓ Study the Geographical Region
- ✓ Cost of Living
- ✓ Real Estate
- ✓ Population
- ✓ Economic Conditions
- ✓ Social/Political Activities

D.

- ✓ Practice the most commonly asked questions and their response in the interviewing packet.

E.

- ✓ Discuss salary parameters with The Executive Group just in case this comes up sooner than you expect.