



- University of Mississippi Career Center

<http://career.olemiss.edu/documents/EffectiveInterviewing.ppt>

Preparation and Research

Preparing and Researching

- research the field
- research the employer
- research the job, team, and context

Preparing and Researching Research the Field

- explore different branches
- review trade journals/magazines
- assess various career paths
- know the major players
- be familiar with current trends

- goals are to:
 - be informed about who you are professionally (and what professional community you are entering)
 - be able to talk widely and wisely about trends, techniques, and tasks performed by professionals within different facets of your field

Preparing and Researching Research the Employer

- review annual reports
- read the organization's mission statement and philosophy documents
- research the organization history
- familiarize yourself with the organizational scheme
- look for recent performance markers or success indicators

- goals are to:
 - familiarize yourself with what the organization does
 - familiarize yourself with what workers in the organization do, write, produce, create, etc.
 - assess how the particular job for which you're interviewing fits into the bigger organizational picture
 - get a sense of the key players in and key outcomes of the organization
 - develop a strong sense of what they might seek in an employee

Preparing and Researching

Research the Job, Team, and Context

- review the original job post/call
- research the “jobs” or “employment” area of the organization’s web site
- make contact and try to get a stronger sense of the specific job responsibilities
- analyze your possible role in relation to the team, unit, or division you would work in
- find out who you would report to
- analyze how success is evaluated and rewarded

- goals are to:
 - answer the questions you should be asking yourself (e.g., is this really a job I want? what will I gain by getting this job? what do I bring that this organization needs?)
 - become knowledgeable so that you can speak specifically as to how you fit in the job, team, and context
 - have a strong sense of what you will be expected to perform, and how that performance will be measured and evaluated
 - address questions like:
 - what might I be asked to answer?
 - how will they expect me to answer?
 - how might I be expected to demonstrate what I know and what I can do?