**Your One Page Interview Agenda**

**Remember: There are three key things the interviewer has in mind:**

* Can you do the job?
* Will you love the job?
* Will we like working with you?

**List the most important things you want the interviewer to learn about you.**

Tell Me about Yourself (Be able to say this in 2 minutes, and be sure it relates to the job):

3- 5 Key Relevant Skills to Emphasize:

3- 5 Key Related Experiences that demonstrate the key competencies sought: (Be prepared to describe a problem/ situation addressed, the steps you took to solve it, and the results achieved.)

Why do you want the job? (Show that you’ve really put some thought into this & it’s not just about the money or the promotion.)

What are Your Long Term Goals? (Include how the role applied for will help you reach those goals.)

Five powerful questions you want to ask during the interview (based on your research of the company):

You can take this to the interview to review while you are in the waiting room, or to refer to if absolutely necessary.