

Interview Bookends

Bookends are the supports at the end of a row of books. They set the framework for the books' space by providing starting and ending points while offering stability to keep the books upright and organized. Just like bookends, you can set the tone and lasting impression of your job interview by preparing your responses to the opening and closing questions.



How to Use This Worksheet

Advance planning will give you a solid interview framework, allowing you to make a great first and lasting impression. By using this worksheet you'll be able to quickly communicate who you are, why you want the job, and why you're the right hire while also finding out more about the company with which you're interviewing.

Are you up to the challenge?

1. Read the info to the right for helpful tips.
2. Write a brief elevator pitch.
3. Brainstorm questions to ask a potential employer.
4. Write a strong "selling close" to use after you've asked your final question.

NTC's Student Development Team can help you prepare for job fairs and interviews, develop self-awareness, practice common interview questions, acquire networking skills and so much more.

Check out our online resources:
studentlife.ntc.edu/soft-skills

Elevator Pitch

- This brief summary about yourself can be offered in the time it would take for a short elevator ride – about one minute.
- It should focus on answering two questions: What are your primary selling points for the job? Why are you interested in this position?
- Use your first sentence to tell who you are. Then briefly highlight your expertise with two to four points of what makes you stand out. Finish by letting them know you want the job and why.
- Avoid commenting on your age, marital status, family, religion/belief system, etc. Keep the information relevant to the position for which you're interviewing.

Questions for the Interviewer

- This is your opportunity to find out more about the company to which you're applying.
- Ask questions that cannot be answered by searching the company's website.
- Steer clear of questions about pay and benefits in a first interview.
- Sample questions: What do you think are the most important qualities for someone to excel in this role? Why type of orientation/training is offered for this position? Describe the culture of the company. What are the biggest opportunities/challenges facing the company/department right now? What do you like best about working for this company?

Selling Close

- After you've asked your two or three questions, the interviewer will likely ask if you have any more questions. This is the perfect opportunity for you to thank them for their time, reiterate your interest in the position, and briefly remind them of your best selling points – why they should hire you.
- Sample close: "While I don't have any more questions, I'd like to thank you for taking the time to interview with me today. Your company and this position sound like a great fit for me because..."

