

# worksheet::job search

## Questions to Help Prepare for Your Job Search

*This worksheet is for your information only — it is an optional but helpful exercise to help prepare you for your upcoming job search.*

### **Your first job interview ::**

- How will you feel walking into your first interview?
- What will you be wearing?
- What will you bring with you?
- How do you picture the interview itself? What kind of room is it?
- Who will be there?
- What is it important to you that they really understand?
- How will you demonstrate that you will be an excellent hire?
- What questions do you have for them?
- You want to be asked to demonstrate your skills in:
- You really hope they don't ask you to:
- How do you want them to see you?

- What will they be most impressed with?
- What will they say about you after you leave?
- Why should they hire you?
- How much room is there for growth?
- How soon do you expect to move up in the organization?
- What salary are you expecting? What benefits?
- Are you interested in working as a freelance contractor?
- If you are freelancing, what do you charge per hour?

**Clients (or in-house work) ::**

- What clients would you like to work with?
- Which companies or organizations really appeal to you on a personal level?
- Which organizations or companies (or causes, etc.) are you totally unwilling to work with?
- Would you work like to work with all clients or specific teams?

**Work location ::**

- Where will your first job be located? Be specific. Where do you want to live and work?
- How far are you willing to commute every day?
- What hours do you work?
- Is telecommuting allowed?
- Describe the physical location:
- Shared work space? Cubes? Offices? How will you work?
- How many people will work there?
- What will their primary focus be?
- What will you be wearing?
- Will you have a desk or other work space?
- Other details:

**Work responsibilities ::**

- How will you contribute your very first day on the job?
- What do you see yourself doing at 10a on the first day?
- How will you feel at lunch on the first day?
- I really hope they ask me to:
- I really hope they don't ask me to:

**At the end of the day ::**

- How will you feel on your way home at the end of your first day?
- What will your co-workers say about you?
- What will your immediate supervisor say about you?
- What will you tell your family?
- How will your life be different?
- What have you gained today?
- What have you done today?