



INSTRUCTIONS

Using a job description provided by your co-op educator, prepare for a simulated interview

Your Name:	
Program of Study:	
Company Name:	Interviewer's Name:
	Title:
1. <u>Knowing the Position</u> <i>Read the position description carefully and <u>list the duties and requirements</u> which you find. Look for any information about what the employer wants you to do or expects of you.</i>	
Duties and Requirements:	
2. <u>Knowing the Organization</u> <i>Research the company and <u>list any information about the employer</u>, such as type of organization, size, product. Add to this any background information you already possess.</i>	
Information About the Company:	



3. Knowing Yourself

Throughout your co-op preparation, we have emphasized the importance of knowing your accomplishments, skills, needs, values and objectives in career planning. During the interview, each of these topics must be communicated effectively. Reflect back on your self-assessment and goals. Then answer the questions below.

a) How can your skills (technical or interpersonal) be used in this position?

b) How can your learning objectives be fulfilled in this position?

c) How can your personal objectives be met through this position

d) How can your career objectives be met through this position?

4. Anticipating Typical Interview Questions

The interviewer will probably ask several questions. But from your reading, you know the underlying question in the interviewer's mind is: why should I hire you? Even though this question may not be asked directly, write a two to four sentence response that you are comfortable with. Relate your answer to the specific position and organization you have selected.

Why should I hire you?

