



# PREPARING FOR AN INTERVIEW

Hospitality, Sport & Recreation Management



**HART SCHOOL**  
JAMES MADISON UNIVERSITY



## Pre-Interview Worksheet

### → EMPLOYER OVERVIEW

Preparing for an interview requires you to conduct research on what the organization does and its standing within the industry. Look for information about the employer: current news, recent press releases, new projects/products/services. Beyond just a basic web search, use the employer information available in Handshake and the organization's social media pages to find this information. Find two current facts and two questions to use during the interview to demonstrate interest in and knowledge about the company.

- FACT #1: \_\_\_\_\_
- FACT #2: \_\_\_\_\_
- QUESTION #1: \_\_\_\_\_
- QUESTION #2: \_\_\_\_\_

Evaluate the employer's mission statement to determine three personal qualities the company may value in prospective employees. Jot down experiences/situations in which you displayed some of those qualities:

#### 3 PERSONAL QUALITIES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### → JOB DESCRIPTION

Review the job description for the required/desired knowledge, skills and abilities the employer is seeking. Compare your qualifications to their requirements. Write up to four PROVE-IT STATEMENTS that summarize your experience/knowledge in each area. Target unique selling points to highlight during the interview.

#### EMPLOYER REQUIREMENTS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### MY PROVE-IT STATEMENT:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Think of specific examples that will help illustrate the selling points listed in your prove-it statements. Using the "STAR" technique, prepare stories to convey these examples during the interview.

→ **STAR** stands for:

- **Situation** - describe the past situation
- **Task** - describe task you needed to accomplish
- **Action** - describe the action you took
- **Results** - what did you accomplish or learn? Quantify your results in terms of money and time saved, and revenues and profits generated. Note any special recognition received.

### → PRACTICE QUESTIONS

Review the "[Interviewing](https://www.jmu.edu/cap/students/jobintern/interview/questions.shtml#common)" page on JMU's Career & Academic Planning website:

<https://www.jmu.edu/cap/students/jobintern/interview/questions.shtml#common>