

Get Organized!



Be Prepared!



Get Results!



Your Specialist in Workplace and
Career Development

The Interview Quick Reference Guide



- Confirm date, time, location and any specific instructions
(Use this as an opportunity to stand out among other candidates)
- Gather information from people who are a part of the organization or industry
- Execute online searches or gather printed media about the company
- Review information about the position you are interviewing for
- Gain insight on staffing expansions or cutbacks
- Analyze annual reports or any other printed literature either online or from the companies themselves
- Review information on your résumé
- Prepare questions to ask your interviewer
- Take extra copies of your résumé with you to the interview

You can make it happen!

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