

What Are the Steps to Preparing for Interviewing Authentically?

Below, you will find the seven “big picture” steps that allow you to interview authentically, along with the activities that you can use to prepare for each of these steps. Check the index for the correct page number for each of these activities.

1 *Begin with the end in mind. Understand the job and the organization. Clearly imagine yourself in it, like you're already doing it.*

- Activity 1: Visualize Yourself in Your Future Job – Feel It**
- Activity 2: Visualize Yourself in Your Future Job – Clear or Fuzzy?**
- Activity 3: Visualize Yourself in Your Future Job – Specifics**
- Activity 4: Fill in Your Picture of the Job**

2 *Once you can envision yourself in the job, get clear about what you need to tell the interviewer about yourself. It goes both ways – you want to understand the organization and the interviewer, and you'd ideally like them to understand you. Therefore, you need to know how your past experiences, your knowledge, your abilities, and your personal traits align with the needs of the organization where you want to work. Get clear about the benefits you can bring to this organization.*

- Activity 5: Plan What to Say about Yourself in the Interview**
- Activity 6: More Planning About What to Say about Yourself in the Interview**
- Activity 7: Address Your Strengths and Weaknesses**
- Activity 8: Benefits to a Future Employer**

3 *Start to envision the interviewer in a positive light, and practice telling stories that will demonstrate your fit for the job.*

- Activity 9: Get Comfortable with the Interviewer**
- Activity 10: Practice Using Problem-Action-Result**

4 *It's normal to feel nervous before interviews. Practice some techniques so you can feel calmer in the interview.*

- Activity 11: Centering Technique: Create a Energizing Interview Posture**
- Activity 12: Seated Centering Technique: Becoming Energized While Seated**
- Activity 13: Self-Relaxation Breathing Pattern**
- Activity 14: Relax During an Interview**
- Activity 15: A Self-Calming Technique - Feet on the Ground**
- Activity 16: A Self-Calming Technique – Drain the Tension**
- Activity 17: Peaceful Breathing**

5 *Do some more interview practice, with a friend, colleague, or career coach.*

- Activity 18: Practice for the Interview**

6 *Before, during, and after the interview, watch the signs that will tell you if this job is a good fit for you.*

Activity 19: Pre-Interview Checklist

Activity 20: Interview Checklist

Activity 21: Post-Interview Checklist

Activity 22: Follow-up Checklist

7 *Be honest with yourself. Assess whether you really want this job.*

Activity 23: Assessing If You Really Want the Job

Activity 24: No Strings Attached

