

QUICKLY PREPARING FOR AN HR INTERVIEW ON SHORT NOTICE

1

FOCUS ON YOURSELF

Figure out what HR skills & experiences you want to highlight and practice how to answer, "Tell me about yourself." Then plan which accomplishments you want to talk about & craft 3-4 stories around them to answer the standard behavioral questions about your experiences in leading, managing conflict, teamwork or failure.

2

FOCUS ON THE COMPANY

In an ideal world, you'd know the company cold. Now, you may have only heard of this company a few minutes ago. Certainly do online research on the company & role, but as long as you can answer, "Why do you want to work here?" with a response that shows you know something specific about the company—you'll be fine.

3

FOCUS ON YOUR PITCH

Finally, know what you're selling. Consider why you're a good fit for the company and how you can best illustrate that. Tell a story that shows how this position fits with your HR career path & connect the career trajectory for this position with the direction of your own long-term plans.

4

CHECK OUT JOB HISTORIES

...of the folks you'll be interviewing with. Use LinkedIn, Google and the company's website. This will tell you what educational & professional credentials are valued by the organization...and whether they tend to promote from within or from the outside...and whether people are being trained, developed & groomed within the firm or not. Also check for any organizations/schools/interests you may have in common as potential ways to establish rapport.

5

DO DEEPER RESEARCH, IF YOU HAVE TIME

Google the organization and add the keywords "problems", "complaints", "unhappy employees", "scam." Also check out Glassdoor comments about the firm from past hires. If you have any concerns about the organization, this will reveal any dirt that has been written about them.

ALWAYS HAVE READY TO GO ON A MOMENT'S NOTICE...



AN UP-TO-DATE RESUME. Bring multiple hard copies of it and also have it on a flash drive.

YOUR "GO-TO" INTERVIEW OUTFIT. Have at least one professional outfit ready and set aside just for interviews. Don't get caught without one at the last minute. However, accidents happen & if it's soiled, a one-hour dry cleaning service is always an option.

THREE GREAT QUESTIONS YOU PLAN TO ASK. Put these on your phone NOW so you don't forget them. You'll ask these at EVERY interview you have. Here's one to get you started: "What drew you to this organization and what makes you stay?"



Once you've done these things...spend the rest of your time PRACTICING & REHEARSING answering questions aloud. On short notice, nothing beats prep & practice.

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