Job Interview Prep Kit
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**Company Overview**
*LinkedIn (see sample next page)*

Parent Company / Subsidiary of (trading symbol, if public):

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**Key Numbers to Know**

*Number of Employees*  
*Current/Most Recent Sales*  
*Current/Most Recent Net Income*  
*Company Type*  
(Public/Private/Venture Capital)

*1yr Sales Growth*  
*1-Year Net Income Growth*  
*1-Year Employee Growth*  
*Fiscal Year-End*

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**Decision Makers:**

*Hiring Managers – (title, past experience, how long there, location, report to ?)*

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*Human Resources*

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**Competitors:**

*The company’s top 3 competitors:*

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**Product Line:**

*The company’s top products / services (be aware of new products in development)*

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SWOT Analysis of Product/Service/Company/Opportunity

*Strengths
___________________________________________________________
___________________________________________________________
___________________________________________________________

*Weaknesses
___________________________________________________________
___________________________________________________________
___________________________________________________________

*Opportunities
___________________________________________________________
___________________________________________________________
___________________________________________________________

*Threats
(…don’t forget reimbursement challenges, newer technology, market conditions, etc)
___________________________________________________________
___________________________________________________________
___________________________________________________________

Why are you a fit for this position?
* Be specific
* Know your skill set and how it compares to the skill set required for the position
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
Questions to Ask During the Interview:

* Why is the position open?

__________________________________________________________

* Where will the job be performed? Is it based at headquarters or is it field-based?

__________________________________________________________

* What do they see as the primary focus for this position? What is the greatest challenge?

__________________________________________________________

* When do they want to have someone in the position?

__________________________________________________________

* How long have they been looking?

__________________________________________________________

* Can you describe the best performer that you have on your team in a similar role?

__________________________________________________________
* What will the interview process be?

* What are the goals they want to accomplish?

* How do they see the position developing? (Growth Path)
How to Use LinkedIn for Company Research:

LinkedIn is a great place to do research on a prospective company.

For example, say you were interested in Stryker. You’d search that.

Notice that your search brings up other divisions of the company that you may not have been aware of before.
When you click on the company name, it will take you to the company’s corporate webpage, where you’ll find all kinds of information about the company, including a link to current employees.

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**Stryker**

Medical Devices • 10,001+ employees • Kalamazoo, MI

5 connections work here. [See all 33,052 employees →]

See jobs  Follow  299,352 followers

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**About us**

Stryker is one of the world’s leading medical technology companies and together with our customers, we are driven to make healthcare better. The Company offers a diverse array of innovative products and services in Orthopaedics, Medical and Surgical, and Neurotechnology and Spine, which help improve patient and hospital outcomes. Stryker is active in over 100 countries around the world. Please contact us for more information at www.stryker.com.

**Products:**

- Reconstructive (Hips, Knees, Trauma & Extremities, Foot & Ankle, Joint Preservation, Orthobiologics & Biosurgery)
- Neurotechnology & Spine (Craniomaxillofacial, Interventional Spine, Neurosurgical, Spine & ENT, Neurovascular, Spinal Implants)

**FACTS:**

- **PRODUCTS:**
  - Reconstructive
  - MedSurg
  - Neurotechnology & Spine

- **FACTS:**
  - 2016 Sales: $11.325 Billion
  - Industry: Medical Instruments & Supplies
  - Employees: 33,000+ globally
  - 37 Years of Sales Growth
  - 44 Manufacturing and R&D Locations Worldwide
  - $715 million spend on research and development in 2016
  - 4,898 patents owned globally in 2015

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**Recent update**

We are thrilled to introduce you to Katy Fink—Stryker’s Vice… see more
Scroll down the page further, and you’ll see updates on company activities. You might see information on new hires, promotions, changes, projects, company events, or even financial news.
Check out the employees’ link, and you’ll see employee profiles that could tell you what kind of person they like to hire. What is the median age? Do you see a gender slant? Do they have similarities in background? These are indicators of culture.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Current Position</th>
<th>Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Rice</td>
<td>Director, Global Talent Acquisition</td>
<td>Dallas/Fort Worth Area</td>
<td>Director, Global Talent Acquisition at Stryker</td>
<td>104</td>
</tr>
<tr>
<td>Dave Tinson</td>
<td>TSgt, USAF (Ret.)</td>
<td>Tampa/St. Petersburg, Florida Area</td>
<td>Senior Contracts Analyst at Stryker</td>
<td>30</td>
</tr>
<tr>
<td>David J. Box</td>
<td>Trauma Sales Associate</td>
<td>San Francisco Bay Area</td>
<td>Trauma Sales Associate at Stryker</td>
<td>2</td>
</tr>
<tr>
<td>Jessica Holmberg</td>
<td>Demand Planner</td>
<td>Kalamazoo, Michigan Area</td>
<td>Demand Planner at Stryker</td>
<td>2</td>
</tr>
<tr>
<td>Makenzie Larson</td>
<td>Sales Representative</td>
<td></td>
<td>Sales Representative at Stryker Surgical</td>
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</table>

If it’s a large company, you might consider reaching out to those that are or were in a similar position as the one that you are considering. But be careful! Don’t reach out to the person IN the position you’re applying for. If he or she has been let go, you may not get an objective opinion.

Try someone in the same position (but another location) and explain that you’re considering a position with the company and want to get their advice on the company, position, etc. How do you contact these folks? If you are connected, you can message them. You can ask to connect if you aren’t already. If you are not connected but are in the same LinkedIn group, you can message them there.
What should you ask one of these contacts?

**Questions you might ask a current or past employee of your prospective employer:**

1. How long have you been there?
2. How did you get hired?
3. What do you love about the company?
4. What do you not love?
5. What about the job?
6. Do you know the manager (in your area)?
7. Any advice they could give you?
8. What about the “x” product?
9. How is the environment?
10. Who are the competitors?
How Does Your Experience Fit This Position?

Match the key requirements to your experience:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>*Job Description (Summary)</th>
<th>*Your Experience</th>
<th>*Primary Responsibilities</th>
<th>*Your Current/Similar Responsibilities</th>
<th>*Key Requirements</th>
<th>*Your Background</th>
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1. Education/Certification
2. Minimum Experience

Interview Prep Questions:

1. Why do you want to work here?
   This is where your research will reward you – give specific examples.
   
   __________________________________________
   __________________________________________

2. Why did you leave your last job? Why are you looking to leave? Don’t say anything negative about the company, but be honest – is it salary, career growth, etc.?
   
   __________________________________________
   __________________________________________

3. What can you do for us that other candidates can’t? Be specific – give an example of a success you had in the past that helped or improved a process.
   
   __________________________________________
   __________________________________________

4. What salary are you seeking?
   If they ask for a specific number, best to answer: “I am currently making ___,” or “In my last position my salary was ___, and I am open to a reasonable offer within that range.”
   
   __________________________________________
   __________________________________________
5. What would your prior manager say about you?
Point out your strengths and any success you had.

6. Describe a work-related issue or problem that you had to face recently. How did you deal with it?
This is seeking your decision-making ability. Give an example where you had a positive impact on the situation.

7. What type of Supervisors or Managers have you found it easiest or most difficult to work with?
This is searching for your adaptability. Be specific on what works for you. Example: Gives clear direction, is specific on expectations, etc.

8. What was the best decision you ever made? What were the alternatives? How did you go about making it?
This is checking for your judgment.
Developing Your Success Story

Choose stories – and bullet points - to illustrate your proficiencies in the topics that are important in the position for which you are interviewing. Some possible areas are listed below, but feel free to include your own to highlight your strengths (not all topics will apply).

**Strengths as an Employee:**

1. What have others said about you?

2. Reviews – Do you have reviews you can refer to?

3. Recommendations

4. What do you do?

**Management Style:**

1. How did you handle conflicts among coworkers?

2. What goals did you put in place for your team?

3. How did you delegate assignments or territories?
4. How do you evaluate employees?

5. What did you look for in someone to hire?

**Marketing Experience:**
1. How did you determine where to go?

2. What tools did you develop?

3. What strategies did you use?

**Leadership:**
1. Did you motivate others?

2. Did you mentor or train others?

**Creativity:**
1. What tools did you develop?
2. How did you strategize?

3. What makes you different?

Technical Expertise:
1. What specific or specialized training do you have?

Dependability:
1. Give examples of what you did.

Other Topics to Consider:
Team Player?
How did you learn from mistakes?
Character?
Mergers/ acquisitions?
Crisis management?
New product development?
New product introduction?
Product life cycle?
QSR?
Quality?
10 Common Interview Questions

PRACTICE, PRACTICE, PRACTICE!

Tell me about yourself.
Point out areas of success (career growth path, strategy, follow-through, work ethic).

Why have you had so many / so few jobs?
Give an example of how you manage your time well (give example of multi-tasking).

What’s the biggest mistake you’ve ever made?
Nothing damaging…but what you learned.

What is your greatest accomplishment?
Use examples that demonstrate key “hiring characteristics.”

What are your strengths?

What do you need to work on?
Use a strength that you could improve.

How do your co-workers describe you?
Team player, outgoing, dedicated, etc.

What new goals have you set for yourself lately?
Be specific.

Why should we hire you?
Give examples of how you are equal to their requirements.

1. Be descriptive. Don’t just answer “yes” or “no” to questions. But also avoid “over-answering.” Make your answers colorful but not lengthy.

2. Sell yourself to the interviewer, but without exaggeration or telling lies. You are there to market yourself, “blow your own trumpet” and explain why you’d be right for the role. But don’t come across as arrogant.
3. Avoid making negative remarks about your current employer, past employers, or colleagues. This will only reflect badly on you in the interview.

4. Be determined. Make it clear that you want to get the job, even if you are given information in the interview that sheds a new (negative) light on the role. Be positive, and then evaluate the opportunity again when you are away from the interview. Don’t burn your bridges.

5. Have positive body language, and maintain a good posture.
More Interview Appearance and Presence Tips…

- Hands should be well-manicured. Ladies, choose subtle low-key colors over bright fashion colors for nail polishes.

- Have clean hair with a recent cut and styling.

- Blue, grey or black suits are always in style. Be sure it’s cleaned and pressed. Shirts should be white, freshly laundered and well-pressed.

- A quiet tie with a subtle design and a hint of red is suitable for a first interview. Avoid loud colors and busy designs.

- Jewelry should be kept minimal. A watch and wedding or class ring are acceptable. Don’t wear jewelry or pins that indicate membership in religious or service organizations.

- Shoes that are black and freshly polished (including the heels) are a safe choice for an interview. Socks should be black or blue and worn over the calf.

- Practice good posture and be aware of non-verbal communication.

- Maintain good eye contact.

- Turn off all cell phones.

- Ladies, avoid any clothing that could distract the interviewer from your talents.

- Avoid exotic hairstyles and excessive makeup. Hair should be neat, clean and brushed. Makeup should be light and natural-looking.

- Use deodorant and avoid cologne or fragrances.

- A closed-toe pump that is color-coordinated with your outfit is appropriate for an interview. Avoid open-toed shoes or sling-backs.
Take with you:

* Resume(s)  * Brag Book(s) (or other evidence)
* References  * 30/60/90 day plan(s)

Any other documents/tools that will help you demonstrate your talents and skills.

Just a Reminder:

- Leave early for the interview.
- Use the restroom before you go into the interview.
- No gum, cigarettes or tobacco.
- Wear conservative business attire.
- Never ask to use their phone.
- Don’t look at your watch.
- No sunglasses.
- Maintain eye contact, but don’t stare.
- Listen intently, so you don’t have to keep repeating, “I’m sorry, but could you say that again?”
- Ask for the spelling of the interviewer’s name and write it down. (or get their business card)
- Don’t ask about money.
- Don’t mention a salary range in your resume or during an interview.
- Don’t talk about personal problems.
- Don’t take anyone else with you to the interview.
- Don’t park at a meter or in a tow zone.
- Don’t drop names.
- Schedule nothing around your interview that will create a time crunch.
- Turn off your cell phone.
- Keep your eyes off the interviewer’s desk.
- Don’t handle anything, especially personal belongings.
- Get a haircut and shave if you need one.
- No fragrances.
- Never be sarcastic.
- Never criticize anyone, especially an employer.
- If asked to complete a form or application, fill in every space. Never write: “See resume.”