

Role Preparation Worksheet

It is crucially important that you **Understand** what it is that you are applying for. That means knowing about:

- the job/role
- its responsibilities
- the skills/qualifications required to fulfil the role
- the company for whom you would be working
- their products/services
- the business sector in which they operate
- their customers
- their competitors
- etc

Use this sheet to document your research into the above:

NOTE: As you do your research, think about the questions you might therefore be asked at the interview and document them, their answers, examples and evidence in your Interviewee Q&A Preparation Worksheet.

As you do your research, questions will occur to you that you will want to ask at the interview.

Document those questions here: