

Take a Pre-interview Inventory

The process of landing a job is a negotiation. In any negotiation, it is important to know what your needs and strengths are. Likewise, it is important that you know the other party's needs and strengths. The key is to match your strengths to their needs, and their strengths to your needs. The purpose of the exercise below is to help you identify what you have to offer employers and what they have to offer you. (All potential employers should meet the criteria you established on page 430.)

Name of Organization: _____

Position Sought: _____

Your Employment Strengths: In the space below, list the things that make you desirable to a potential employer.

How do your skills make you a valuable asset to this organization?

In what ways do your experience and knowledge of the field make you an asset to this organization?

How does your knowledge of this organization make you an asset?

Why would you make a good addition to their team? (What makes you a good team player?)

Potential Employer's Needs: In the space below, make a prioritized list of your potential employer's needs or goals and how you can help satisfy or achieve them.

**Current Needs and Goals
and How You Can Help**

1. _____

2. _____

3. _____

4. _____

**Future Needs and Goals
and How You Can Help**

1. _____

2. _____

3. _____

4. _____

Potential Employer's Strengths: In the space below, list what you perceive to be your potential employer's current and future strengths. Why is this a good organization to work for now? In the future?

**Current Strengths:
What They Can Offer You Now**

1. _____

2. _____

3. _____

4. _____

**Future Strengths
What They Can Offer Later**

1. _____

2. _____

3. _____

4. _____
