

Interview Preparation



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You never get a second chance to make a first impression

First of all, invest time to research the company and people you are meeting before your interview. Ask in advance “who will be attending the interview”.

- ❖ Review the job spec in detail, having an understanding of the duties and responsibilities of the role will help you prepare to ask relevant questions.
- ❖ Research the company website in detail, key executives, read press releases, key technologies...etc. This research will trigger some questions. (questions = knowledge & interest)
- ❖ Also, research the company on the net, things like, M&A's, Press Releases, New Product Acquisitions...etc. are available via Bloomberg and other trusted sites.
- ❖ Research the people you are interviewing with via Bloomberg (for senior executives), and, or LinkedIn. You'll learn how long they've been at the company, their previous companies...etc., it's a small world you may know someone they've worked with in the past, a good ice breaker to use in the interview.
- ❖ Also identify a few of the company's key personnel via their website and, or LinkedIn and review their backgrounds.
- ❖ Network by speaking with business associates you know who have worked or may be working at the organization for their input (They may also give you a recommendation).
- ❖ Speak with your recruiting consultant, they should have insight into the client's interview style, typical interview questions, interview structure...etc.
- ❖ Research, research, research...the above will help you to engage with the interviewers, this is important as it will demonstrate your diligence and interest in the company as a prospective long-term employer.
- ❖ As you research, write down questions, to be prepared to ask several questions at the end interview.