



## Interview Preparation Guide

Preparing in advance for an interview can help you learn more about CivicPlus and the position you are interviewing for and prepare for common questions. Use the following **optional** document to assist in your preparation for a meeting with the interview team.

### 1. Research CivicPlus

- **Understand CivicPlus' Mission and Values:** Visit the [CivicPlus website](#), read our mission statement, and understand our core values.
- **Know the Products/Services:** Familiarize yourself with what products CivicPlus offers.

### 2. Understand the Role

- **Job Description:** Carefully read the job description to understand the key responsibilities and required skills.
- **Required Skills and Qualifications:** Make a list of the skills and qualifications mentioned and match them with your own experiences.

### 3. Prepare Your Responses

- **Common Interview Questions:** Practice answers to common questions like:
  - Tell me about yourself.
  - Why do you want to work here?
  - What are your strengths and weaknesses?
- **Behavioral Questions:** Use the STAR method (Situation, Task, Action, Result) to structure your answers for questions like:
  - Describe a challenging situation you faced and how you handled it.
  - Give an example of a time you worked in a team.
- **Catalog your skills and experience:**
  - What are your strengths and notable projects you worked on or led?
  - Make a note of these to highlight throughout your interview.

Use the following Interview presentation sheet on the next page to prepare for your upcoming interview.



## Interview Preparation Sheet

Use this document when preparing for your upcoming CivicPlus interview. This sheet can help you summarize everything you must prepare before your upcoming interview!

Company Name: <b>CivicPlus</b>	Date:	Place/Teams Meeting:
Position:	Time:	I'm Meeting With:

<b>What I love about the position:</b> (The specific things about the company and position that make it a great fit)
<b>The skills I bring to the position:</b> (How do you exemplify the desired skills and qualities from the job description)
<b>Questions to prepare for:</b> (Questions the interviewer may ask based on the job description and how you are going to answer them)
<b>Key Accomplishments and skills:</b> (The specific achievements and skills relevant to this job to highlight)
<b>Questions to ask:</b> (Prepare 3-5 questions to ask the interviewers)
<b>Additional Info:</b> (Contacts you have at the company, fun facts about your background, or anything else to support your candidacy)