

PREPARING FOR YOUR INTERVIEW WITH _____

(Employer Name)

After consulting our [Interview Guide](#), take time to prepare for each interview by following these four steps.

1 WHY YOU?

GOAL: Show the employer that you have the skills/experience to further their mission.

TASK: List three to five key qualities or competencies that you hope to convey to the employer; have an anecdote to illustrate each. Consult the employer website or job posting – and use our [Interview Preparation Exercise](#) – to brainstorm skills.

Making Your Case	Skill, Strength, Experience, Competency	Anecdote

2 WHY THEM?

GOAL: Demonstrate that you are interested in this particular organization/position.

TASK: Do your homework: Know the two or three points that set the employer apart for you (e.g., expertise in a practice area, approach to attorney training and development, identification with their mission). Have a basis for discussing these points with your interviewer.

Selling Points	Reason for Interest in This Employer	Source (e.g., website, contact, media)

3 “WHAT QUESTIONS DO YOU HAVE FOR ME?”

GOAL: Spark conversation, invite follow-up, and demonstrate your interest in the employer by asking good questions. Consult our [Guide](#) (Asking Questions During Your Interview) for more ideas.

TASK: Prepare a few non-generic questions.

4 AREAS OF CONCERN

GOAL: Honestly assess your candidacy and anticipate challenging questions.

TASK: Examine job requirements and hiring preferences to understand areas where your application is not a perfect fit (e.g., lack of experience, no geographic ties, grades, no connection to practice area). Brainstorm positive responses that address the concern but focus the interview on other strengths that will help you overcome it.

Clearing Hurdles	Area of Concern	Positive Response