

## KNOW YOURSELF

You should be prepared to discuss what you can offer the organization as well as your reasons for wanting to work for that particular employer. Prior to the interview, analyze your strengths and weaknesses and know exactly what you want to say (and what you don't want to say) during the interview. Evaluate problem areas in your background and be prepared to offer a positive explanation of these in case they are brought up. See the exercise below to help you prepare.

### Know Yourself Exercise

**Interests:** What types of tasks excite you? What types of tasks bore/frustrate you?

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**Abilities:** What skills do you have? Which ones are you willing to learn or improve for the job?

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**Education:** How have courses, degrees or certifications prepared you?

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**Experience:** How has previous full-time, part-time, freelance, volunteer or other work prepared you?

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**Values:** What basic attitudes do you have toward work, other people, yourself and the world?

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**Strengths:** What are you good at?

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**Goals:** What are your short-term and long-term employment goals?

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**Weaknesses:** What can you improve in order to become a better employee?

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