

These are my personal notes that I use for interviews
You may use this as a guide to assist you in making your own

SKILLS

- * Think outside the box for creative and efficient solutions
- * Self-starter
- * Very efficient
- * Extremely organized
- * Design – concept development, layout, development and delivery of illustration, graphic design, multimedia and web design projects
- * Accounting - maintaining spreadsheets, negotiating rates with vendors, A/P
- * Marketing – writing innovative and effective copy for advertising, developing and implementing marketing plans

PERSONALITY

- * Agreeable nature
- * Great customer service skills – I believe everyone is a customer

ACCOMPLISHMENTS

- * I have created more efficient processes in each of the positions I have held -
 - o Cooperative advertising program
 - o Form and spreadsheet development
 - o Cutting spending
 - o Published writer

GOALS

- * I want to be settled in life, but
- * I enjoy developing and attaining goals, so I plan to continue growing in whatever projects I am working on
- * I find those achievements quite rewarding

MISTAKES

- * I have learned from every choice I have made and every experience I have had, so I do not consider those lessons learned to be mistakes

- * However, an example of something I learned from was that I should have taken a leave of absence at my last position after my accident
- * At UA, time away from work and leaves of absence for any reason were used as permanent replacements and I was so afraid of losing my job that as soon as I was hit by the car, I told my boyfriend to call

my job and I went back to work the day after the accident and worked on crutches for two months

- * I was so scared that I would lose my job that I took on way too much, worked while I was in the hospital when they discovered the blood clot, took work home, and made up as much time as I could
- * I quit the blood thinners early and physical therapy after only a few appointments, but, in retrospect, that devotion didn't help the situation
- * I ended up losing my job anyway by quitting, a result of the pressure my boss and I felt since it was only the two of us in the department
- * If I had it to do over again, I would have taken a leave of absence so that someone else could have stepped in, even though I would have lost my job anyway. At least the pressure would have been lifted from everyone involved

WORST BOSS

- * Chris (UA) I believe in taking accountability for my own mistakes and remedying situations for future successes

HANDLING CONFLICT

- * I tend to smile a lot to try to lighten situations
- * I think before I speak
- * I have learned that the best way to diffuse a situation is by being humble and polite while assertively communicating important points for handling things better in the future

STAYING AT A JOB

- * As long as I continue to learn, grow and contribute.

MOTIVATING OTHERS

- * Others naturally gravitate toward propelling forward after being around me because I am perpetually in motion, thinking, improving things and working on becoming better myself
- * Pedro, Jen, Ken, Sami

QUESTIONS FOR THEM

- * What are you looking for in a candidate?
- * What are the particulars of the position?
- * Tell me about the people I will be working with and for?
- * Who is your primary competition?
- * What do you like best about the company?
- * What are your leading products and services?
- * To whom will I report?
- * How did this position become available?
- * Does this position have advancement opportunities?

CLOSING

- * I am very excited about the prospect of working with you. When do you expect to make a decision?

SALARY 1

- * I would like to know more about the duties and responsibilities before I feel comfortable discussing salary

SALARY 2

- * It depends in large part on the benefits package, retirement plan, job duties, my responsibilities, bonuses, etc.
- * According to my research, the market is in the \$45,000 range