

## **Lesson #3**

### **“Position Understanding”**

Understanding the position, you're applying for is crucial to perform well in a job interview. Here's a detailed breakdown of how to gain a deep understanding of the job:

#### **1. Job Description**

- Carefully read and analyze the job description provided by the company.
- Pay attention to key responsibilities, qualifications, and requirements.

#### **2. Duties and Responsibilities**

- Identify the core responsibilities associated with the position.
- Make a list of specific tasks and duties you would be expected to perform.

#### **3. Qualifications and Requirements**

- Note the qualifications, skills, and experience required for the job.
- Evaluate your own qualifications to see how well they match the requirements.

#### **4. Company's Expectations**

- Consider what the company expects from the person in this role.
- Think about how you can meet or exceed those expectations.

#### **5. Reporting Structure**

- Understand the position's place within the company's organizational structure.
- Know who you will report to and who will report to you (if applicable).

#### **6. Team Dynamics**

- If you'll be part of a team, research the team's size, composition, and dynamics.
- Consider how your role fits into the team's goals and objectives.

#### **7. Goals and Objectives**

- Learn about the specific goals and objectives associated with the position.
- Think about how your skills and contributions can help the company achieve these goals.

#### **8. Challenges and Opportunities**

- Identify potential challenges that come with the role.
- Also, look for opportunities for growth and impact within the position.

## **9. Key Performance Indicators (KPIs)**

- Find out how your performance will be measured.
- Understand the KPIs or metrics that will be used to assess your success in the role.

## **10. Company's Industry and Market**

- Understand how the company's industry and market may impact your role.
- Stay informed about industry trends that may affect your responsibilities.

## **11. Company's Culture and Values**

- Consider how your role aligns with the company's culture and values.
- Think about how you can embody these values in your work.

## **12. Career Progression**

- Explore the potential career path associated with the position.
- Understand how this role can contribute to your long-term career goals.

## **13. Questions for the Interviewer**

- Prepare thoughtful questions to ask the interviewer about the position.
- Use these questions to further clarify your understanding of the role.

## **14. Skill Development**

- Identify any skills or knowledge gaps you may have related to the role.
- Consider how you can acquire or improve these skills.

## **15. Tailor Your Responses**

- Customize your interview responses to demonstrate your understanding of the role.
- Provide specific examples from your experience that align with the job's requirements.

By thoroughly understanding the position you're applying for, you can demonstrate your genuine interest, suitability, and readiness to excel in the role during the interview.