

# Interview Checklist

## PREP

Preparation is key leading up to an interview. The more you prepare your responses, have questions ready & do your research the less those interview jitters will get in the way.

**Research the Company.** Get to know your potential future employer and fill in the following details:

Company Mission	Product/Service
Company Culture	Company History
Management/Interviewer Information	Competitors
Recent News	Position Details

**Prepare Responses to the Following:**

<p>Tell me about yourself Use your elevator pitch</p>	<p>Describe a challenging work moment and how you overcame it.</p>
<p>Weaknesses Something you are working on improving</p>	<p>Strengths Your Superpower</p>
<p>What interests you about this role?</p>	<p>What skills will you bring/what value will you add?</p>
<p>What interests you about this company?</p>	<p>What is your proudest career achievement?</p>
<p>What makes you different/best candidate for the position?</p>	<p>Is there anything else about you that we didn't ask? Bring it home! Reiterate your elevator pitch and why you want this role and most importantly what you will offer the company</p>

### Questions to Ask. Put on your own spin on the following:

- How do you see the company and role growing?
- What's the company culture/work environment like?
- Who is on the team?
- What do you enjoy about working here?
- How are employee goals measured?
- What's a typical work day like?
- What do you hope to accomplish through this position?
- What did you like about the previous job holder's work?
- How is feedback provided to employees?
- What are the next steps?
- What else can I provide you?

## DAY OF INTERVIEW

- Outfit**  
Look the part and then kick it up a notch higher. First impressions are lasting.
- If Virtual...**  
Prepare your space and check your technology. Have your computer and lighting set up to get your best angle and view. Practice speaking so you feel more comfortable.
- If On Site...**  
Check your route & parking situation. Give yourself plenty of time to arrive.
- Materials**  
Have all your info handy including resume, a notebook for jotting down notes and keeping a list of questions to ask.

## POST INTERVIEW

Practice answering the following questions using these guidelines

- Note Your Thoughts**  
Write down your review of the company, role & people.
- Send a Thank You Note**  
Send one to everyone with whom you spoke. It stands out!
- Follow Up**  
Nurture the relationship. If this role does not work out there could still be another one opening in the future.