

INTERVIEW PREP CHECKLIST

Everything you need to succeed in your job interview



STEP 1: COMPLETE 3 ESSENTIAL INTERVIEW PREP EXERCISES

- Refresh on your own resume: Go through each role listed, summarize what you did, and list key accomplishments and results - ensure you can discuss each role clearly and articulately
- Align your experience and skills to the job: Print the job description and next to each item, jot down a reason you'd be the perfect person to do that task - leverage past experiences, skills, and education when relevant.
- Research the company: Learn what they do, who they serve, what products or services they sell, their leadership, their mission and values, and their company culture

STEP 2: PREPARE ANSWERS FOR THE MOST COMMON QUESTIONS

- Tell me about yourself...
- How did you come across this role and why are you interested in it?
- What do you know about our company and why do you want to work here?
- Why are you leaving your current role? (or why'd you leave your last role?)
- Tell me more about... [anything on your resume]
- Tell me about a time when... [you accomplished something huge, you worked with a difficult person, you made a mistake and what you learned from it, you worked with a team, you solved a problem, etc.]
- Why should we hire you for this role?
- What are your biggest strengths? / What is your biggest weakness?
- What are your salary expectations?
- Where do you see yourself in five years?

STEP 3: PREPARE INSIGHTFUL QUESTIONS FOR YOUR INTERVIEWER

Remember that the best questions are ones where you can't find the answers online. Your questions should show you are engaged, interested in the company, and have already done quite a bit of research.

- 1. _____
- 2. _____
- 3. _____

STEP 4: PREPARE FOR LOGISTICS

- Map your route to the interview - plan to arrive 15 minutes before your scheduled time, but not earlier
- Bring [copies of your resume](#) (and work samples/portfolio if applicable) - bring a copy for each interviewer and 3 extras
- Select an appropriate outfit given the office dress code (when in doubt, ask the person who scheduled your interview)

STEP 5: AFTER THE INTERVIEW

- Write a thoughtful thank you note (can be by email in most cases) to each interviewer during that same day or the next day
- Recap on your interview (take notes on what did you do well, what do you wish you did differently, and your overall impressions)
- Follow up every 10 days to 2 weeks (unless given a different timeframe) to see where you stand