### Interview Preparation Checklist

Before heading to your interview, go through this checklist to ensure you are prepared. Once you are confident with each item, you are ready. Good luck!

#### Know About the Company
- Mission, Philosophy, Values
- Industry information
- Leadership position in the industry
- Organization’s history
- Executive / Management Team
- Flagship products & services
- Competitors
- Markets (including opportunities and constraints)
- Any particular challenges / issues / accomplishments
- Any recent newsworthy items
- Hint: Use any contacts inside the company you can develop to get pertinent information

#### Know About the Job
- Job Title and Description
- Knowledge, Skills, Abilities required
- Experience required
- Qualities required to be successful
- Ballpark compensation range (do your research!)
- Know your subject matter and terminology
- Any other details you can get through a contact inside the company, or others, including whether or not this is a new job, filling a vacant position, amount of travel, etc. – to avoid surprises and be able to tailor your points and responses accordingly
- Your strengths
- Your weaknesses
- Your nature (“qualities”)
- How you will improve in areas of challenge
- Your career goals
- The kind of organization you would thrive in
- Amount of travel, overtime, stress, public contact, etc., that “fits” for you
### Make Sure to Practice

- Basic questions
- Tricky and Off-the-Wall questions
- Turning negatives into positives
- Being brief!
- Your 5-minute life story (Elevator Speech)
- Attention to both content and body language
- Discussing items on your resume

### Make Sure to Have

- Interview time, date, location, directions – in writing
- Interviewer name(s), job title(s), role/responsibilities (if possible)
- Estimate of amount of time interview will last
- Extra resumes, work product samples - portfolio
- Breath mints!
- Paper and pen for notes
- Briefcase or portfolio to hold your resumes and other papers in a neat and professional manner
- Agenda or other calendar device to note dates pertaining to “next action” items (such as when to call back, when you are available for another interview)
- Extra time to get to your interview so you aren’t late!
- Contingency plans if the interview runs longer than expected (transportation, child care, etc.)