

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.)