



Interview Preparation Checklist

YOUR ATTIRE:

Dress for the position you want. Suits are still advisable for executive-level positions. Business attire is expected. Industry standard uniforms are also acceptable but be sure they're cleaned and pressed. Avoid loud colors and busy designs. Shoes need to be polished. Ladies, closed-toed pumps are best.

YOUR ARRIVAL:

- Plan to get to the interview (or near it) 20-30 minutes early, so you'll have a buffer of time in case anything happens, or if you need some time to collect your thoughts.
- Enter the building 10 to 15 minutes early before the interview unless you've been specifically told otherwise by the person who is interviewing you.
- Treat everyone you meet as if they are the decision maker, including the receptionist.

BRING WITH YOU:

- Your resume in case you need to refer to it.
- Directions. While GPS is fine, you might want to print a hard copy or save directions to your phone's camera roll just in case you hit a bad reception area. Remember to have the interviewer's mobile number handy as well.
- Professional Looking Bag. One bag for stashing everything is a more professional and polished look than juggling several items in your hands and under your arms. It doesn't need to be a big bag, just big enough to hold what you need, including a laptop. You can use a backpack as long as it's clean and not well-used
- Pen & Paper; you may need to jot down key details to formulate follow-up questions or even to note someone's name and email
- Your ID. Some buildings have strict visitor policies; you may need to show ID before entering
- Samples of your work, if relevant and appropriate
- Your prepared questions for the interviewer

WHAT NOT TO BRING WITH YOU:

- Your Phone; make sure you silence your phone and put it away before the interview
- Perfume, cologne, or aftershave
- Recording devices

DURING THE INTERVIEW:

- Try to maintain a 50/50 balance between talking and listening
- Be aware of body language; maintain good posture, lean forward slightly to indicate interest, and maintain eye contact
- With any open-ended question, reframe to understand what specifically the interviewer would like you to cover
 - For example, if the question is “tell me about yourself”, your response could be, “I’d love to! Is there a specific area you’d like me to start?”

AVOID:

- Speaking negatively about your current situation, boss, or working environment
- Asking questions about or sharing information regarding current or expected compensation

CLOSING:

- Unless you are certain you would not like to move forward in the interviewing process, close for next steps. Ask how they perceive you fitting into the organization, and if there are any areas that haven’t been covered that are important to the hiring decision.
- An example close: “I like what I have heard today and am very interested in moving forward. I understand you are looking for someone in this role who has (A, B, and C) and as we’ve discussed, I have (specific experience with A, B, and C). Before I leave, are there any more questions about my background or qualifications that I can answer or clarify for you to better assess my fit within your team?”

FOLLOWING THE MEETING:

- Call your recruiter and we will discuss what you liked, what questions you still have, what questions you perceive they have about you, and your interest in next steps.
- Send an email to each person that you met, thanking them for their time. Cite specifics from the meeting and cover any areas further you think may need supplementation.

PREPARATION:

List out professional accomplishments and achievements, as well as the strategy behind those results. Start with your most recent company and any other organizations in recent history.

Employer:

Position:

List your accomplishments and achievements while working at this position:

- 1.
- 2.
- 3.

List the strategy, implementations, and development processes you used to bring about these results:

- 1.
- 2.
- 3.

Employer:

Position:

List your accomplishments and achievements while working at this position:

- 1.
- 2.

List the strategy, implementations, and development processes you used to bring about these results:

- 1.
- 2.
- 3.

THINK THROUGH:

- Did you help to increase sales, productivity, or efficiency? How did you do this? Did you have a unique approach or different results than others?
- Did you institute any new systems or changes? What was the situation that led to the change? What happened as a result?
- What new technology or latest AI do you have experience in using?
- Were you ever promoted? Why were you promoted?
- Did you help to establish any new goals or objectives for your company? Did you convince management that they should adopt these goals or objectives? Why were they adopted?
- Did you change the nature or scope of your job? Why or how did you redefine your position?

PREPARE QUESTIONS IN ADVANCE:

Sit down and put some thought into the initial list of questions that you'd like to ask during your interview. To get started, think about questions you need answered to know if this is the right opportunity for you.

1.

2.

Example Questions:

- What do you love about working for ABC company? What attracted you to the organization?
- How do you measure success in your company? What are some of the common denominators that exist with the more successful employees of this company?
- What are the biggest challenges one will face in this role? Or, what are the two most important problems that need to be addressed/corrected in the first six months by the person in this position?