

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 and Leadership position in the industry
- Organisation's history
- Executive / Management Team
- Flagship products & services
- Competitors
- Markets (including opportunities and constraints)
- Any particular challenges / issues / accomplishments
- Any recent newsworthy items

Know About the Job

- Job Title and Description
- Knowledge, Skills, Abilities and Experience required
- Qualities required to be successful
- Ballpark salary range and benefits (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

Know Yourself

- Your strengths
- Your nature ("qualities")
- How you will improve in areas of challenge
- Your career goals
- The kind of organisation 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
- Attention to both content and body language

Make Sure to Have

- Interview time, date, location, directions in writing
- Interviewer name(s), job title(s), role/responsibilities (if possible)
- Estimate the amount of time interview will last
- Extra resumes, work product samples
- Breath mints!
- Paper and pen for notes
- Briefcase or portfolio to hold your resumes and other papers in a neat and professional manner
- Diary 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!

You are
now ready!