

INTERVIEW Checklist

Set your stage for success. Make sure you don't forget anything important.



Interview Checklist

- My interview outfit is clean, pressed & ready to go
- I've gotten directions (if face-to-face, ALWAYS allow extra time)
- I've done research on people & company is complete
- I prepared 10 questions to ask them
- I did the "identify the gaps" exercise. I know what gaps there are (if any), and I know how to overcome those gaps (or ease their concern)
- I made a list of the skills & experience are most important to them
- I created a few STAR stories to express my relevant skills
- I practiced answering the "scary" questions
- I have printed my resume (Take 3 copies to a face-to-face interview. They might have forgotten to print it out, and they might invite other people to meet you)
- I have printed the job posting / description
- I have printed notes about the company
- I have printed notes about the interviewer(s)
- I have printed questions I want to ask them
- I have a clean note pad to take notes on during the interview
- I have 2 pens (in case one dies)

FOR VIDEO INTERVIEW:

- I have cleaned up my interview space to make sure it's professional
- I have tested my technology to make sure the camera, lighting and sound are all working well I can do the interview

TO CALM YOUR NERVES:

- I have a plan to boost my confidence & calm my nerves right before the interview *Calling a friend, reviewing STAR stories, dancing etc.*