

Interview Prep Checklist

Company Research

- Visit the Official Website
- Examine the Company's Social Media Presence
- Stay updated with the Company's Latest News
- Read Employee Reviews Online
- Check Customer Reviews Online
- Know about the Company's Owner(s)
- Familiarize yourself with Key Team Members
- Understand the Company's Industry

Role Understanding

- Thoroughly Review The Job Description
- Identify How Your Skills and Experiences Align With The Role
- Draft a List of Questions About The Role
- Begin Researching Salary Averages To Prepare for Negotiations After Receiving Job Offer

Personal Preparation

- Create Stories That Demonstrate Your Skills and Experiences
- Craft and Practice Your Personal Introduction, e.g. "Tell Me About Yourself"
- Be Ready to Articulate Your Strengths and Weaknesses
- Pack Your Bag:
 - Nice Looking Folder
 - Several Copies Of Your Resume
 - Copy of Job Listing
 - Notes From Your Company Research
 - List of Questions About Role
 - Blank Paper for Taking Notes During the Interview
 - Pen

Interview Logistics

- Identify the Type of Interview (In-Person, Phone, Video)
- Understand the Structure of Interview (One-on-one, Panel)
- Research the Interviewer(s) on LinkedIn

- If In-person, Do a Test Run to the Location to Ensure Timely Arrival
- If Video, Test the Technology and Connection in Advance

Follow-Up

- Prepare a Draft for a Thank-You Note Post-Interview
- Secure the Contact Information of Your Interviewer for Sending the Thank-You Note

