



## 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



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- ☐ 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

