Are You Ready For The Interview?

BEFORE:

☐ Do you know who is interviewing you?
☑ Have you researched the company/department/position?
☐ Have you researched yourself/reflected on your experience?
☐ Do you know your value and what you can bring to the company?
☐ Have you prepared answers to common interview questions?
  ☐ Can you answer “Tell me about yourself?”
  ☐ Can you answer “Why should I hire you?”
☐ Have you practiced aloud or with a partner?
☐ Have you reviewed the job description multiple times?
☐ Did you prepare questions for the interviewer?

Phone Interview:
☐ Do you have the job description and resume in front of you?
☐ Are you in a quiet space?
☐ Does your phone have a good connection and is it charged?

In-person Interview:
☐ Did you print multiple copies of your resume?
☐ Did you send your suit to dry cleaners?
☐ Do you have a padfolio or folder to carry during the interview?

*Tips: RESEARCH; Know what you have to offer; Know what questions you will ask the company

DURING:

☐ Relax
☐ Be yourself
☐ Smile 😊
☐ Show you’ve researched (Be honest)
☐ Make two-way connection and be conversational~ Talk and Listen!
☐ Ask questions
☐ Identify next steps
☐ Thank the representative for their time

Phone Interview:
☐ Consider quickly writing the interview questions as they are asked (unless this is distracting)
☐ Have information on company, position, and yourself in front of you

In-person Interview:
☐ Make eye contact
☐ Firm handshake
☐ Collect Business Card

*Tips: Make a good impression with the gatekeeper (company representative); Be the professional version of yourself; Be honest

AFTER:

☐ Did you make notes to self about company?
☐ Did you reflect on what you did well?
☐ Did you reflect on how you could improve?
☐ Have you sent thank you notes/emails?
☐ Have you done the next steps suggested by company?

*Tips: Be patient; Do not be generic- tailor follow-up;