

JOB INTERVIEW PREP CHECKLIST

BE PREPARED!

- Know the Position Description forward and backward, be prepared to speak directly to the desired skills and abilities

- Study & Reseach the Company via websites, LinkedIn, etc. DIG DEEP!

- Study & Research key leadership, management and team members, i.e. LinkedIn

- Study & Research the industry, what insights, current economics, opportunities or challenges are top-of-mind?

- Study sample interview questions and prepare your answers and examples of your GREATNESS that apply to the role!

- Practice and mock interview with various mentors and industry professionals

- Be sure your LinkedIn is up-to-date and active

- Connect personally with as many people as you can that are connected in some way with the company and/or the hiring team

IN THE INTERVIEW...

- LISTEN. PAUSE. Respond to the question. Then - STOP TALKING.

- Maintain eye contact, smile (this is fun)!

- Follow-up! LinkedIn, Email, Personal Note
