



# INTERVIEW PREPARATION CHECKLIST

For each interview you attend, prepare like a true professional and fill in each of the boxes in the checklist below. Build confidence in the knowledge that 95% of other interviewees will not bother, giving you a great advantage in the interview.

## INTERVIEW PREPARATION CHECKLIST

1: Basic Checks	Notes
Company name	
Date of interview	
Time of interview	
Address of interview	
Journey to interview	
Phone	
Web	
2: Interviewer checks	Notes
Interviewer name	
Interview job title	
Interview type	(formal/informal/competency/role-play/presentation)
Interviewer research	(search in Google/LinkedIn)
3: Company Research	Notes
Business Description	
Industry	
Employees	
Offices	
Ownership	(Who owns the company?)
Customers	(Who buys? Find examples)
Why customers buy	
Competitors	

Recent press	
Industry press news	
<b>4: Role Research</b>	<b>Notes</b>
Summarise job description	
Skills company needs	
Skills role needs	
Your strengths	
Your weaknesses	
Relevant achievements	
Statistics or facts to use	
<b>5: Answer Preparation</b>	<b>Notes</b>
What do you know about us?	
Tell me about you	
Why you?	
Why this company?	
Reason for leaving	
Explain a recent successful project	
Explain a recent unsuccessful project	
What was the last thing you sold?	
What are your strengths?	

What are your weaknesses?	
What questions do you have?	
<b>6: Behaviour check</b>	<b>Notes</b>
Attitude	(enthusiastic, positive, committed, integrity, professional)
Body language	(smile, mirror interviewer, firm handshake)
Previous employer	(always positive, never criticise)
Manners	(thank for time at start and end)
<b>7: Appearance check</b>	<b>Notes</b>
Dress	(conservative, smart, irrespective of interview)
CV	(know off by heart)
Jewellery	(kept to a minimum of wedding ring and watch)
Mobile phone	(OFF!!)
Online profiles	(check and edit to ensure they don't embarrass you)
<b>8. Final Test</b>	<b>Notes</b>
Role play	(Have you role-played the interview with friend?) Y or N
Say it out-load test	(Have you said out loud your interview answers?) Y or N
Elevator pitch	(write the 3 reasons the company should hire you)
<b>GOOD LUCK – IF YOU HAVE PREPARED THIS THOROUGHLY YOU STAND A GREAT CHANCE OF SUCCESS, SO RELAX AND BE CONFIDENT</b>	