The CareerAde Interview Check List

<u>The week before the interview:</u>

- ☑ Read annual reports, company websites etc to research the company and the open position you are interviewing for
  - o What do they do, what is their revenue, who is their biggest competitor, what were their most important recent announcements, what has their stock price been doing etc.
- ☑ Develop your main talking points
  - o Concisely articulate the 3-5 reasons why you should be hired for this job / what you have to offer compared to other applicants
  - o If there are any inconsistencies in your application (e.g. unexplained time off, career change etc), developing logical and clear explanations
- ☑ Develop your responses to the most typical interview questions
  - o What are your strengths and weaknesses?
  - o Why should I hire you?
  - o Why are you interested in this job, this company?
  - o When have you shown <attribute expected in the job, e.g. leadership>?

<u>The day before the interview:</u>

- ☑ Re-read your research on the company and the open position
- ☑ Rehearse your main talking points and answers to the most critical questions
- ☑ Figure out and prepare what you want to wear
- ☑ Print out driving / travel directions
- ☑ Figure out when you need to leave the house to make it to the interview on time
- ☑ Go to bed on the early side to give yourself 7-8 hours of sleep

<u>The day of the interview:</u>

- ☑ If you are working, try to take the day off to concentrate on the interview
- ☑ Have a good breakfast / lunch so that you will not be hungry during the interview but also do not eat too much so that you are lethargic and ready for a nap
- ☑ If you are a lower energy-type person or are tired, grab a coffee to perk up before your interview
- ☑ Get to the interview location with some time to spare, especially if you may need some time finding the location
- ☑ Enter the employer's office building 10-15 minutes before your interview – they will need time to get you to sign in, call the interviewer etc
- ☑ Showtime!