

INTERVIEW CHECKLIST

created by www.spiritedsoul.ca

Analyze the Job Posting - What is the job? what are they looking for in an ideal candidate? do you possess those qualities or skills? If so how do you stand out from others that do?

Check Out the Company - what do you know about this company? Why do they stand out. Prepare a few talking points to let them know you've done your research.

Connect With Company Contacts - If you know someone within the company get into contact with them and let them know you have an interview set up. That person could always put a good word in, or vouch for your honesty and integrity.

Practice Answering Interview Questions - It is an awful thing to have to stumble through an answer. Prepare some solid statements about you and why they should hire you. Say it out loud, to someone you know or to yourself in a mirror. It's important to sound confident.

Brush Up on Interview Etiquette -

There are a few customary things you do in an interview. For example, a handshake is always the best approach when you first meet the interviewer.

Get Directions and Arrange

Transportation - Plan your route and ensure you leave early enough in case of any potential traffic or weather delay. It's best to arrive about 5 minutes early.

Bring the Right Things - There are documents you will want to bring with you despite the fact that you might not even use them. For example, bring a copy of your resume. Other things to bring could include a copy of your school, course credentials and/or work related portfolios.

Think about facts, figures and accomplishments - you can talk

about - Be sure to keep them related. If you're going for lead sales rep, don't talk about the biggest fish you ever caught. Ensure that you have proven statistics to why you should be hired.

INTERVIEW CHECKLIST

created by www.spiritedsoul.ca

■ **Get Your Interview Outfit Ready -**

the focus should be on you and your face. Eliminate bright colours, and hide boobs, butts and bellies. Dress according to the position. If the position is in an office, then be office appropriate.

■ **Review your own resume -** may sound silly but you would be surprised at what people forget is on their resume. For example, ensure that you know what skills and jobs you put so that you are prepared for potential questions regarding those specific skills and/or time period.

■ **Prepare great questions to ask them -** remember that you are also interviewing the company to decide if it is right for you! Come prepared with questions that will help you decide what is right for you. Example - What avenues are available within the company directly after this position?

■ **Be ready to explain any previous**

job changes - questions like “why did you leave your last position?” are extremely common. Be ready to explain any past job changes, layoffs, promotions, or other moves you’ve made either within a company, or even between companies.

Notes

