



PRE-INTERVIEW CHECKLIST

- Do you know how people dress who work where you're interviewing?
- Is your interviewing costume clean, pressed, and ready to go?
- Do you know where the interviewing site is located and how long it takes to get there?
- Did you research the position, company, and industry?
- Have you contacted and coached all your references? Have you neutralized any potentially damaging references?
- Have you memorized a short commercial to highlight your best-selling points?
- Have you rehearsed everything, from small talk to answering potentially dangerous questions?
- Have you practiced your answers to anticipated question?
- Have you prepared and memorized a list of questions that YOU can ask?
- Did you gather everything you need? (5 copies of your resume, list of references, and samples of your work if necessary)?

Adapted from *Job Interviews for Dummies* by Joyce Lain Kennedy

AFTER - INTERVIEW CHECKLIST

- Were you on time?
- Did you use storytelling, examples, results, and measurement of achievements to back up your claims and convince the interviewer that you have the skills to do the job?
- Did you display high energy? Flexibility? Interest in learning new things?
- Did the opening of the interview go smoothly?
- Did you frequently make a strong connection between the job's requirements and your qualifications?
- Was your personal grooming immaculate? Were you dressed like company employees?
- Did you forget any important selling points that you can put in a follow-up email, letter, or call-back?
- Did you smile? Did you make eye contact?
- Did you show your understanding of the strategies required to reach company goals?
- Did you use enthusiasm and motivation to indicate that you're willing to do the job?
- Did you find some common ground to establish that you'll fit well into the company?
- Did you take the interviewer's clues to wrap it up?
- Did you find out the next step and leave the door open for your follow-up?
- After the interview, did you write down names and points discussed?

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INTERVIEW QUESTIONS

About Your Education and Training

- Why didn't you graduate from high school?*
- Why didn't you go to college?*
- Why didn't you finish college?*
- What subjects did you enjoy most in school?*
- What subjects did you enjoy least in school?*
- Tell me about your role in extracurricular activities.*
- What leadership positions did you hold while in school?*
- Did you have a job while you were in school?*
- What are your educational goals over the next few years?*

About Your Experience and Skills

- Why do you want to leave your current job?*
- Why have you changed jobs so frequently?*
- Why would you be more likely to stay here?*
- What are your qualifications for this job?*
- What experience prepares you for this job?*
- What did you like most about your last jobs?*
- Have you ever been fired or asked to resign?*
- What is the most important thing you learned from a job you've had?*
- What did you like most about your boss?*
- What did you like least about that boss?*

About Why You Want the Job

- What do you know about our company?*
- Why do you want to work for us?*
- How much business would you bring to our company?*
- Why are you willing to take a job that you are over qualified for?*
- How long would you expect to stay with our company?*
- How do you feel about working overtime or on weekends?*
- How soon could you begin work?*

About Your Career Goals

Tell me about yourself

Tell me about your career goals

What would you like to accomplish during the next five years?

Where do you see yourself five years from now?

What are you doing to achieve that goal?

How does this job compare to what would be the perfect job for you?

How long have you been looking for another job?

About Your Personality and Motivation

Why should we hire you?

Are you self-starter?

What is your greatest strength?

What is your greatest weakness?

What would you most like to improve about yourself?

What are some of the reasons for your success?

How do you deal with stressful situations?

Do you ever lose your temper?

How well do you work under deadlines?

How well do you get along with your supervisors?

How well do you get along with your co-workers?

How do you deal with criticism?

How do you spend your leisure time?

What contributions did you make to your last company?