

The 10 Step Job Interview Prep Checklist

- Get a copy of the most current and/or in-depth job description
- Prepare a STAR story for each of the job requirements
- Draft answers to the most common interview questions and practice out loud
- Create your opening statement or the answer to "tell me about yourself"
- Research the company
 - Google the company
 - Company website
 - LinkedIn company page
 - Hoovers Online
 - Dun & Bradstreet
 - Glassdoor company reviews
- Know something about the people who will be interviewing you
- Prepare smart questions you will ask throughout the interview
- Know the format of the interview
 - One-on-one
 - Panel
 - Video/Skype
- Bring a copy of your resume for each person interviewing you
- Know exact dates for the application

