Sharpening Your Interview Skills Checklist

Preparing Your Mindset

☐ Research the company/organization
  ☐ Company website – www.________.____
  ☐ Google’d the company
  ☐ What is their mission/vision? _____________________ __________________
  ☐ Who is their primary competitor? ________________________________
  ☐ Reputation – Glassdoor.com
  ☐ Prepare list of questions for the interviewer

☐ Review the common interview questions
  ☐ Practice your answers
  ☐ Focus on your top 3 strengths _____________________ __________________
  ☐ Behavioral Questions STAR (Situation/Task, Action, Results)

Preparing Your Personal Presence

☐ Your online presence
  ☐ Google your name – clean up your profiles
  ☐ Facebook/Twitter/Linked In
  ☐ Reputation.com, etc.

☐ Your physical presence
  ☐ Your look
    ☐ Clothes
    ☐ Body art
    ☐ Manicure
  ☐ Your confidence
    ☐ Current Affairs – NPR/trade journals
    ☐ Posture
    ☐ Eye contact

Preparing for Various Interview Types
(http://careers.usc.edu/docs/handouts/Interview_Different_Types.pdf)
  ☐ Traditional Face-to-face
  ☐ Panel/Committee Interview
  ☐ Behavioral Interview: (STAR, Situation/Task, Action, Results) http://www.quintcareers.com/STAR_interviewing.html
  ☐ Case Interview
  ☐ Telephone Interview/Web Conferencing
  ☐ Lunch/Dinner Interview

Interview Follow-up
  ☐ Thank you letters

http://technology.gsu.edu/
The Forbes List of the 50 Most Common Interview Questions:
(http://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/2/)

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for [insert company name here]?
4. Where do you see yourself in 5 years? 10 years?
5. Why do you want to leave your current company?
6. Why was there a gap in your employment between [insert date] and [insert date]?
7. What can you offer us that someone else can not?
8. What are three things your former manager would like you to improve on?
9. Are you willing to relocate?
10. Are you willing to travel?
11. Tell me about an accomplishment you are most proud of.
12. Tell me about a time you made a mistake.
13. What is your dream job?
14. How did you hear about this position?
15. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
16. Discuss your resume.
17. Discuss your educational background.
18. Describe yourself.
19. Tell me how you handled a difficult situation.
20. Why should we hire you?
21. Why are you looking for a new job?
22. Would you work holidays/weekends?
23. How would you deal with an angry or irate customer?
24. What are your salary requirements?
25. Give a time when you went above and beyond the requirements for a project.
26. Who are our competitors?
27. What was your biggest failure?
28. What motivates you?
29. What’s your availability?
30. Who’s your mentor?
31. Tell me about a time when you disagreed with your boss.
32. How do you handle pressure?
33. What is the name of our CEO?
34. What are your career goals?
35. What gets you up in the morning?
36. What would your direct reports say about you?
37. What were your bosses’ strengths/weaknesses?
38. If I called your boss right now and asked him what is an area that you could improve on, what would he say?
39. Are you a leader or a follower?
40. What was the last book you’ve read for fun?
41. What are your co-worker pet peeves?
42. What are your hobbies?
43. What is your favorite website?
44. What makes you uncomfortable?
45. What are some of your leadership experiences?
46. How would you fire someone?
47. What do you like the most and least about working in this industry?
48. Would you work 40+ hours a week?
49. What questions haven’t I asked you?
50. What questions do you have for me?