

INTERVIEW PREPARATION CHECKLIST

Interview Preparation Checklist

- ☐ Research the organization
 - Names of top executives, major initiatives happening, recent news, culture and employee reviews on glassdoor.com, etc.
- ☐ Review the job description
- ☐ Practice (out loud) your top 5 SOAR stories that relate *best* to the skills they are seeking
- ☐ Prepare for any “tricky” questions that may come up, including the salary question
- ☐ Define for yourself what you’d like to learn during this interview (match the position/organization to your wants and needs)
- ☐ Print additional copies of your resume to take with you
- ☐ Take your professional portfolio with you (and/or any additional materials you’d like to share)
- ☐ Dress professionally (focus on confidence)
- ☐ Arrive 10 minutes early
- ☐ Manage your mindset (visualize confident moments, reframe the conversation as a “business meeting,” etc.
- ☐ Walk in with your head held high and a big smile!