



Pre-Interview Planning Checklist

1. What do I know about the company?
2. What do I know about the job?
3. What do I know about the interviewer and the selection process?
4. What is my 30-word response to "Tell me about yourself?"
5. What points are unique about me and support my application?
6. What achievements will the interviewer(s) be most interested in?
7. What possible problem areas are there in my application and how can I put them positively?
8. What possible question areas will I have for my interviewer(s)?
9. Who would be my most appropriate referees for this position and what would I like them to say about my experience and achievements?
10. What lasting impression do I want to leave with my interviewers(s)?