Pre-Interview Planning Checklist

1. What do I know about the company? And why do I want to work there?
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 questions will I ask 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)?

When planning for an interview, it is important to consider your answers to questions the interviewer(s) may ask that cover not only your technical skills, but also interpersonal skills, conflict resolution, time management and customer service skills.

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