

## PRE-INTERVIEW CHECKLIST | LOGISTICS

- Name of person you are going to meet with: \_\_\_\_\_
- Date and time of interview: \_\_\_\_\_
- Address, including suite number: \_\_\_\_\_
- Google Map the directions.
- Check the Google Maps traffic function one week and 24 hours before an interview so you can anticipate travel time on the route.

## PRE-INTERVIEW CHECKLIST | JOB AND COMPANY RELATED

- Review the requirements for the position. List top job duties:
  
- Write your Seven Go-to Story Keywords on the Questions To Ask PDF.
- Review 5 key points about the company's history, mission, values, and recent news:
  
- Do five minutes of research about industry trends, so you won't say, "I don't know anything about your industry" during the interview. Write down 1 to 5 keywords:
  
- Research educational, work, and volunteer info about the interviewer from LinkedIn and Google:

# PRE-INTERVIEW CHECKLIST | JOB AND COMPANY RELATED (CONTINUED)

- Research names of other people who might be there i.e. the interviewer's boss and who that person is connected to on LinkedIn (if accessible):
  
- Follow dress guidelines from Chapter 6, so that you'll look like a million bucks. Professional and subtle is key.
- Fill your padfolio with:
  - 5 copies of your resume on good paper
  - Color copies of letters of recommendations and/or LinkedIn Recommendations stapled together
  - Example(s) of your work projects (one or two)
  - The Questions to Ask document and Seven Keywords from Chapters 8-10 that reference your Seven Interview Go-to Stories printed on resume paper. Or the Keywords can be written on the paper pad in your padfolio.
  - One or two emergency Tic Tacs tucked into a side pocket of the padfolio, as well as one or two in your suit pants or jacket

Congrats, you've already done what the majority of applicants won't do before an interview! You should be proud of yourself for having gotten to this point. You have what someone needs!

Reminders from Chapter 6 & 13: Don't drink lots of water or coffee right before the interview. Make sure not to eat spicy food in the days before an interview. And don't take a multi-vitamin the day of the interview. Also, write your interview summary immediately after the interview.