



Interview Checklist

One week before the interview:

1. Answer these “Top Ten Interview Questions” - actually write them down.
 1. What is your greatest strength?
 2. What is your greatest weakness?
 3. Tell me about yourself
 - This is the part where you want to share your story! Think back to Scott Mann’s Warrior Storytelling.
 4. Why should we hire you?
 - Relate it back to their company. Share how you can add value to specific facets of that organization - based on their clients, projects, social media marketing, etc
 5. What are your salary expectations?
 6. Why are you leaving or have left your job?
 - Stick to the facts - if you can, try to keep as much emotion out of it.
 7. Why do you want this job?
 - Again, you need to specifically talk about their company and what you can do to add value to them. Try to talk about yourself as little as possible here.
 8. How do you handle stress and pressure?
 - Talk about specific examples.
 9. Describe a difficult work situation/project and how you overcame it?
 - Talk about specific examples
 10. What are your goals for the future?
 - You need to be honest, but it’d be great if your goals for the future have something to do with their company...

A couple of days before the interview:

1. Research the company - look at their website, see what they’re working on, etc
2. Research the interviewer - If you know who is going to be interviewing you, add them on LinkedIn. Find out a little bit about them - maybe you’ll have common interests or experiences.

The day before:

1. Make sure you have at least 3 copies of your resume printed
2. Have a notebook and a pen with you
3. Have your professional clothes ready (depends on what job you’re interviewing for)
4. Think of 2 or 3 questions that you can ask at the end of the interview.
5. Get a blank thank you card ready and packed
6. Drive over to where the interview will be taking place so you know where to go and don’t get lost!



The day of the interview:

1. Bring everything that you packed above - don't forget anything
2. Arrive early (but not too early)
 - a. If you arrive really early then park across the street or at a local coffee shop. Arrive to the interview 10-15 minutes early. If you arrive 30 minutes early or more it might put people in an awkward position...
3. Right before you walk in, remember that you are solving the hiring manager's problem! Hiring is a headache, and they're hoping that the next person is the best for what they need. Be that person.

During the interview:

1. Once in the interview, take notes when appropriate, but don't look down and write the whole time. A good idea is to write down any questions that you have.
2. Ask one or two questions at the end of the interview

After the interview:

1. Have that thank you card ready and write it in your car. Share some specific points that you enjoyed about it. Go hand it to the receptionist before you leave, or drive straight to the post office.
2. When you get home, also send a thank you email.

Days after the interview:

1. Be prompt to any sort of response they give you (about another interview or anything else)
2. If they don't give you the position, respond with a gracious response thanking them for the opportunity. You never know how this connection might work in the future!
3. If you don't hear back after 4 or 5 days, then you should reach out and follow up:
 - a. Don't just ask "did I get the job?" - that's not going to help you very much...

Say something like:

"It looks like things are going well for you guys at [Company Name] right now. I saw the blog post from this week about the upcoming new features, and I can't wait to try them out myself! I hold my breath a little every time I log into my account, hoping they've rolled out early.

I also liked the article [Industry Publication] wrote about you in the news. I think they were spot on when they said _____ .

Anyway, I'm very excited about the opportunity to work for you, and looking forward to hearing back on my interview. Thanks again for everything."