



INTERVIEW PREP CHECKLIST

Research Company

- Aim to understand company basics including location, leadership team, mission statement and brand.
- Check social media and blogs to understand company culture and community involvement.

Research Hiring Team

- If possible, find out who you are interviewing with and look them up on the company website or LinkedIn. Find any commonalities such as awards, or tenure that you might be able to bring up in the interview. This shows you have done your homework!

Review Job Description

- Understand key duties and how your skills match.
- Come prepared with questions that relate to the position. *Examples:* Describe a typical day in this role? How will my performance be measured? What is most important to be successful in this role?

Come Professionally Dressed

- Even if the role won't require a formal dress code, professional attire means you are prepared and serious about the position.
- For men this means a suit, collared shirt and tie at minimum, no jeans.
- For women, a suit, dress or other work appropriate attire is acceptable. No jeans, open toed shoes, or anything revealing.



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What to Bring

- Copies of your resume for each person you are interviewing with. Bring extra!
- A notepad with questions and to jot down key details or questions as they come up.
Note: Try to avoid questions regarding pay or time off at a first interview. This can be asked during the negotiation period or at a second or third interview.