



INTERVIEW CHECKLIST

Step-by-step guide with how-to videos so you can confidently articulate your experience and win a new job.

[Interviewmastery.com](https://www.interviewmastery.com)

© 2020 InterviewMastery & Michael E. Hyatt



Interview Checklist

This Interview checklist is part of the Interview Mastery program so you will confidently be your best during the most important meetings of your career, the interview.

1. Prepare For Video Interview

Most of the hiring process happens on video. Set-up and practice for the video interviews. Make certain there is lots of light on your face. Remove unfavorable items from behind you that will be seen by interviewers. Position your eyes at the same height as the video camera on your laptop. Do not use your phone for the interview. Make certain you are in a quiet space where you will not be interrupted by family, roommates, or pets.

If your room is not professionally set-up, use a virtual background found on the video settings. For Zoom go to >Preferences>Virtual Background.

Click the link to watch a short video so you look fabulous on your video interviews.

<https://tinyurl.com/3cv8wxtj>



2. Use The Video Situation To Your Advantage

Write out your notes for the interview and tape them to the wall behind your computer, where you can easily read them. Your notes can include points to emphasize about your experience, questions you want to ask, research about the interviewers and the company.

3. Research The Company Using The 10-K Technique and Research Your Interviewers

Several days before the interview, research the interviewers using LinkedIn, the company using their website, Glassdoor.com, and Hoovers.com.

A powerful, and simple company research method is the 10-K Technique. To learn how to do this, click or go to <https://tinyurl.com/42b8h3rb>



4. What to Wear

You are representing yourself so dress like you want the job. Dress better than what you would wear to work. Dress conservatively and respectfully. You're going to a meeting where people will decide whether or not to hire you. What you wear affects their initial impression of you. Also remember to bring your glasses, just in case you need them.

You'll be interviewed on video first so dress for the interview as if it were taking place in person at the company.

5. Extra Copies of Your Resume

If and when interviews are held in person, bring at least three copies of your resume. Be prepared for the unscheduled and unprepared interviewers who don't have your resume with them. If you have several versions of your resume, make sure all resumes you bring are the same version and the version you submitted when you applied.

If your interview is on video be ready to send your resume (in PDF format) to the interviewers using the video chat window.

6. Get video set-up the day before. Or arrive 20-minutes early

If the interview is on video, set-up the day before. Adjust the position of your computer so your eyes are at the same level as the video camera. There is no such thing as arriving on time. You are either early or late. Arriving early gives you the best chance for a great interview and a better chance of getting hired.

For in-person interviews, arrive 20-30 minutes early. Go to the bathroom first to check how you look.

7. Notify Recruiter / Company if Anything Changes

If you change your mind about interviewing or you get sick, get into an accident, or have car trouble, notify the recruiter and the company ASAP. Don't burn bridges; you never know when you might need to cross it again.

8. Communicate Your Intentions

If you change your mind about the job (Yes, recruiters can be persuasive sometimes), just let them know as soon as you know. They can remove you from consideration without effecting your reputation with the client.

9. Talking About Your Abilities (Telling Your Stories)

Interviews are quite simple. Interviewers ask you to tell structured (easy to understand) stories about what you've done before. Answer their questions in 3+ steps:

1. What was the task you were assigned (BEFORE, you took action)?
2. What did you do and how did you approach the work (DURING, you taking action)?
3. What was the result of your effort (AFTER, you took action)?

+1 You ask them: "Did I give you enough information?"

10. Prepare Answers To Questions You Fear (Like Weaknesses)

Write out responses to the questions you expect and the questions you fear. After doing this, responding to other questions will be easy, and your confidence will soar.

Some of the questions you can expect include:

~ "Tell me about yourself."

~ "Describe one of your weaknesses."

Click on the link below to learn how to handle the two types of weakness situations.

<https://tinyurl.com/yc3cpuny>



11. Predict The Interview Questions And Prepare Your Answers

Write out the interview questions you expect the interviewers to ask, and then Write down your answers in advance. After doing this your confidence will feel amazing. To learn how to predict the interview questions you will be asked, watch this video.

Click on the URL.

<https://tinyurl.com/ymr4smnt>



12. Questions That You Will Ask Them

Prepare a list of 3-5 questions you will ask during the interview. Write out the questions and bring the list with you. When the interviewer asks if you have any questions, you can demonstrate that you're prepared by taking out your list. You can write the questions in the margin of the notepad you'll bring to the interview.

At the end of each meeting ask the interviewer:

- What do you like about my background for this job?
- What concerns do you have?
- How do you feel I'll fit in?

13. Work Samples, Certifications, Recognitions

Visual aids are very effective in an interview. If you can bring samples of your work bring a couple with you so you are prepared just in case you have an opportunity to use them. If the job requires certifications or licenses, bring them with you. If you have letters of special recognition from a current or previous employer, you can consider bringing them along with you as well.

14. References

List your references on a separate document. Make sure to pre-qualify your references before adding them to your reference list. Be sure to alert each reference if you do submit your references to a company. Qualify each reference by calling them and ask, "Are you comfortable giving me a stellar reference?" If they hesitate, do not use them as a reference.

15. Folder & Pen

For in-person interviews bring a professional-looking folder that contains a pad of paper for taking notes, holding extra resumes, references and list of your questions.

For video interviews, have the folder and pen with you where you can take notes and list your questions.

16. Medication

Interviews can be unpredictable and take longer than expected. Make sure you bring any medication you may need. Bring everything you will need for the in-person and / or the video interview.

17. Get The Names And E-mail Of Every Interviewer

Ask for the business card of everyone you meet. You'll want their contact information for your follow-up thank you e-mails. If the interview is on video, ask for their contact information so you can send thank you e-mail.

18. Your Business Cards (if applicable)

Bring a few current business cards if applicable. You may also want to consider printing your own individual business cards with your contact information. This is another way to professionally differentiate you from other candidates.

19. Bottle Water and Snack bar

Interviews can last through lunch and the company may not have planned a lunch interview for you. Bring a snack and a bottle of water just in case. This technique has saved me on many occasions while on interviews and at other business meetings.

20. Turn Off Cell Phone

Silence your cell phone or turn it off before the interview begins. The last thing you want is to have your own cell phone interrupt you during an interview. When your cell phone rings during an interview it can be interpreted as disrespectful by the interviewer.

21. Thank You Note cards

Bring 2-3 thank you note cards & envelopes with you. Immediately after the interview you may want to hand write a thank you note and immediately give it to the receptionist. This makes a very positive impression. This technique makes a great first impression.

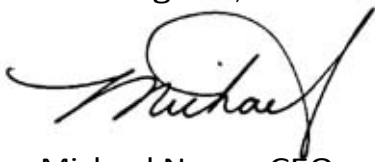
22. Directions & Name(s) of Interviewer(s)

Take the directions with you along with the name and phone number of the first person you will meet. Plan for travel time to be double the normal time. Never be late to an interview.

For video interviews, the directions include the URL for Zoom, MS Teams, Google Hangouts, or other video meeting sites that will be used for the video interview.

To confidently win a new job check out my Interview Mastery programs by going to <https://www.interviewmastery.com> where you can get additional free downloads, and subscribe to one of the Interview Mastery video apps.

Best Regards,



Michael Neece, CEO
[InterviewMastery.com](https://www.interviewmastery.com)