

lh Printable Checklist: Job Interview Prep

Part 1: Questions

- Make a list of questions you might have to answer. For example:
 - Why did you leave/are you leaving your (last) job?
 - What's one of your greatest weaknesses and how do you overcome it?
 - Can you tell me about one of your best accomplishments at your last job?
 - What's a difficult challenge you faced with a co-worker?

- Make a list of questions you want to ask during the interview. For example:
 - What is the immediate need on your team that you are hoping to fill with this position?
 - What projects can I contribute to right away?
 - Can you tell me how your organization defines success?
 - How would you describe a typical day on this team?

Part 2: Answers

- Research common salaries for your job in your location, decide how much you'd like to make, and determine how little you're willing to accept.
- Set aside 30-60 minutes to prepare answers to the questions you came up with earlier. Don't memorize them, but write them down to help you retain the basic ideas.
- Prepare three stories about yourself at former jobs that you can tell if they come up during the interview.

Part 3: Practice

- Practice the interview with a friend (or two).
- Take a test drive over to the interview location to get an idea of the route and traffic.
- Nail the interview.