

Spending time preparing for your interview is necessary and your hard work will pay off during the interview. Here is a checklist that will help prepare you for your interview.

COMPLETE	TASK
<input type="checkbox"/>	<p>Research and review the company website. If this was done before applying then it will be a review activity to refresh your mind on the specifics. Employers appreciate the time a candidate spends researching the organization and then relaying this information back during the interview.</p>
<input type="checkbox"/>	<p>Google the company's name and read any related articles. This is especially beneficial if the company has recently had a noteworthy accomplishment that made the media but not their website. This type of information is a great way to mention a congratulations during the interview.</p>
<input type="checkbox"/>	<p>Prepare examples of related experience and skills.</p> <ul style="list-style-type: none"> • Print out the job posting/position description and write each bullet from the duties section at the top and the middle of a blank sheet of paper. • For each job duty bullet write a list of examples of work that you have done related to the job duty. <p>This is especially helpful when you are given behavioural descriptive interview questions that ask: "Tell me about a time when...?"</p>
<input type="checkbox"/>	<p>Choose your top accomplishments for each position on your resume.</p> <ul style="list-style-type: none"> • Read over your resume in detail and think about the top 2-3 accomplishments that you are most proud of for each position listed on your resume. • If they are not already listed on your resume write them down. <p>Potential employers want to know what sets you apart from other candidates plus they want to hear what you can do/have done that relates to their business. They will be interested in you if your accomplishments could help them.</p>
<input type="checkbox"/>	<p>Google the title of your position with the wording "interview questions." For example: "Accountant interview questions" OR "Human Resources Manager interview questions."</p> <ul style="list-style-type: none"> • Spend some time researching the types of questions that could be asked in an interview for the position that you have applied for. <p>Develop your own answers not the answers or examples of answers provided on the website.</p>
<input type="checkbox"/>	<p>Type out your list of 3 references. Most Employers look for at least 2 of 3 References to be previous/current job-related Managers/Supervisors. The 3rd Reference could be a client/customer, a direct report, a co-worker, a contact from where you volunteer to name a few. Contact your references ahead of time to let them know where you are interviewing and for what position you are interviewing for.</p>