

Top 10 Checklist – Before the interview

1. Research the company and industry
 - a. Write down why you are interested in the industry
 - b. Write down why you want to work for the company
2. Research the role
 - a. Write down a few key reasons you want the role
3. Write down your top few strengths and weaknesses
4. Write down a few important team experiences to get them fresh in your mind
5. Practice answering a few sample interview questions, ideally ones from Glassdoor that are relevant to the role you are interviewing for
6. Write down a few questions you want to ask the interviewer
7. Practice telling your story a few times until you can do it clearly and concisely
8. Dress professionally
9. Be on time
10. Review your notes while waiting to be called in

Top 10 Checklist – During the interview

1. Smile, be friendly, and start with a firm handshake
2. Try to squeeze in a few conversational questions as you walk in to help you relax and set the tone of the interview
3. Imagine you are having a friendly conversation with a coworker
4. Listen carefully, and clarify if you don't understand the question
5. Ask for time if you don't know the answer
6. Be honest if you still can't answer
7. Use a logical format like STAR or similar to answer questions
8. Don't talk more than you have to, and for sure don't interrupt
9. Ask intelligent (not ignorant) questions
10. Be humble and respectful, and thank the interviewer

Acing your interview

A lot of this is common sense. Be on time, be friendly, be positive, relax, look professional, be honest, listen carefully, and so on. It sounds good, but when a job offer is on the line it is harder to execute. I get that, and I've been there many times.

So do research that will give you confidence from the start. Jot down some intelligent and meaningful questions to ask. Write down some of your past experiences and try to answer some of the possible interview questions in the back of the book to get you in the right frame of mind. **Practice telling your story clearly and concisely.**

Once you have done this preparation, you are ready to go. Get there early to review and relax. Have confidence in your research and practice. Walk into the interview, make a great first impression, and try to have a friendly conversation with the interviewer. **Play the role of a coworker or friend, and imagine you are having a discussion over dinner or coffee.** Make sure to listen, answer carefully, and take time to think if needed.

I think you will see a positive change in the results!