



## Interview Preparation Checklist

*Source: Apex Systems*

### Review Resume/Past Experience

We recommend re-reading your resume the day before an interview, so you can re-familiarize yourself with your career progression, job functions, achievements, etc. Remember that a Hiring Manager might ask you questions around any skill/tool listed, even if it's outdated, so investing 30+ minutes refreshing yourself on skills you haven't exercised recently, but would like to keep on your resume, would be beneficial!

### Write Down Why You're Qualified and Interested

Want to build confidence and engage in an exercise to help you communicate your 30-second professional elevator pitch? Look at the job description and list of requirements, and physically write down or mention out loud the relevant skills/traits you have that make you a good fit! We've created an exercise for this called Pre-Interview Exercise below.

### Research the Company

No or minimal knowledge about an organization can quickly eliminate you. Take at least 15-30 minutes to review the company website, their LinkedIn Corporate Profile, social media channels, and anything on YouTube to get better acquainted. Social media outlets are great to check out recent news, awards, programs, etc.!

### Prepare Line of Questioning

You can assume that asking no questions demonstrates to the interviewer/s that you have little to no interest in the opportunity. Compile at least 3-5 quality questions that demonstrate your interest in the role/company, the roadmap/future state of the team, priorities of the role, etc.!

### Prepare & Practice 'Elevator Pitch' and Common Interview Questions

The majority of interviewers ask "So, tell me about yourself" or "What have you been focused on recently?" You need to provide a concise and effective answer that markets your experience, skills, and candidate differentiators really well! Therefore, take the time to outline key skills (per above) and then practice your answer. When practicing, we also suggest either recording yourself and listening back, practicing with someone you trust and/or saying in front of a mirror, to determine improvement areas. Also, practice answers to common interview questions.



**Identify a 'Training Plan' for Requirements You're Lacking**

Don't be overly concerned if you're missing a skill, tool, instrument, etc. Rather, go above and beyond by starting to familiarize yourself with it; there are a lot of free training resources out there. Strategize and communicate what your 'Training Ramp-Up Plan' would be to the interviewer to address any skills gaps!

**Have an Energy or Interview Amp Up Plan**

You want to start every interview engaged, energetic and with a positive attitude. If you're tired, have some sort of ritual for energizing yourself. If anxious/nervous, take action to help ease your anxieties, such as a walk, yoga, power pose (from Amy Cuddy's Body Language Ted Talk), or talk to someone who might calm you down.

**Visualize Success**

On your drive to the interview, re-live your last positive interview experience! If you're nervous, say out loud why you're qualified for this role, why you're excited, and humanize the Manager.

**Send Follow Up Thank You Letter**

Especially if you're very interested in the role, a Thank You letter is always well received! If you haven't already submitted any other "credibility aspects," such as a URL like LinkedIn that has examples of your work, recommendations, etc., include in your letter!

## Pre-Interview Exercise

Many qualified candidates miss out on receiving an offer due to:

1. Perceived lack of interest
2. Overall poor interview preparation
3. Inadequate presentation of their skill set and how their skills/experience apply to the position
4. Low confidence in abilities
5. Nerves getting in the way

To help with these areas and more, here's a self-reflection and strategic exercise you can do, which we recommend completing the night before your interview! Before your interview, you really want to understand and be able to communicate: Why am I qualified? Why am I interested/excited? How will I get ramped-up on any skills I'm missing?



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1. What are the 4-6 key components of your professional elevator pitch? What skills, successes, experience, etc. have you had that are pertinent to the role you're interviewing for?

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2. Why are you qualified? What experience(s) do you have that would make you an instant contributor?

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3. Why are you interested? What excites you about the role, company, responsibilities, etc.?

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4. Engage in "candidate risk management." What skills, tools, instruments, approaches, certifications, etc. are you lacking that the position is asking for AND how could you refute that "skill concern?" For example, if you hadn't worked with a specific instrument, you could communicate your 'Training/Ramp-Up Plan,' which might be "investing time researching and gaining an understanding with that instrument." Or, if you've worked with a similar skillset, explaining "while I don't have hands-on experience with XYZ, I've been really excited to get exposure with it and I've worked with ABC, which has many similarities!"

Skill/Exp Missing: \_\_\_\_\_ & Rebuttal: \_\_\_\_\_

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Skill/Exp Missing: \_\_\_\_\_ & Rebuttal: \_\_\_\_\_

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Skill/Exp Missing: \_\_\_\_\_ & Rebuttal: \_\_\_\_\_

5. Do you have non-proprietary examples of your work, recommendations, writing samples, etc. that would be worthwhile to share related to your qualifications for this particular opportunity? What are they?

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