



INTERVIEW PREPARATION CHECKLIST



BY JOHNNIE CHAN

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Welcome to your interview preparation checklist. Whether you're a fresh graduate looking for your first job or an experienced professional looking to advance your existing career, the thought of having an interview may give you the jitters... like it did for me.

Every time I start to feel nervous, I gently remind myself that it's just the body's way of telling me:

"Johnie, something important is about to happen, and you need to prepare for it!"

Checklists are my go-to way of simplifying the complex. I created this checklist back in 2011 when I applied for my very first internship. Over the past decade, I've added to it as I developed as a job candidate, a recruiter, and now a Career Coach who has helped 2000+ job seekers land their a fulfilling job. Now, it's time to land yours!



BEFORE YOUR INTERVIEW

Research Phase

1. Conduct Thoroughly Research

☐ **Research the website**

- what is their mission statement?
- what are the company's values?

☐ **Research their employees (when networking, gather insider knowledge)**

- what is the company culture like from an employees' POV?
- are there any job related terminology you can learn in advance?

☐ **Research the organization's recent activity**

- what is the company doing to stay competitive in their marketplace?
- what are their plans for innovation?
- what are some projects your desired department working on?
- google search what other media outlets are saying about the company.

☐ **Research industry trends**

☐ **Research your interviewer(s)**

- what is/are their name(s) and job title(s)?
- how long have they've worked at the company?
- what are their professional accomplishments?
- what are their interests (in & outside of work)? Find similarities!

BEFORE YOUR INTERVIEW

Review & Practice Phase

1. Review

☐ **Review the job description**

- what are job responsibilities?
- what are the qualifications?
- how does your experience directly related to the above questions?

☐ **Review your online presence**

- is your personal website or work portfolio polished?
 - have you optimized your LinkedIn profile?
 - can your prospective employer find you on other social media platforms?
- Is it something you're comfortable with them seeing?

2. Practice

☐ **Practice potential interview questions**

- prepare for different types of interview questions (most common, behavioral, case related & stump questions).
- craft answers that directly address the value you will provide to the company (answers that are in the form of stories are more effective).

☐ **Prepare list of questions for your prospective employer**

☐ **Practice, Practice, Practice**

- practice in front of a mirror or record yourself to check for nervous ticks, proper body language, hand gestures & eye contact.
- role play with friends or family member & ask for feedback.

DAY OF YOUR INTERVIEW

First Impression Matters!

☐ **Plan in advance**

- Bring a notepad & pen to take notes.
- Plan out appropriate attire (not sure? Go business professional- better safe than sorry).
- Check the address & commute time so that you arrive at least 15 minutes early!
- Before entering your interview, have your phone off.

☐ **Have your documents in order**

- Print at least 5 copies of your tailored resume, cover letter & list of references.

AFTER YOUR INTERVIEW

☐ **Follow up via email within the first 24 hours**

- thank the interviewer by expressing appreciation for their time & the opportunity.
- quickly recap why you're fit for the position in 1-2 sentences.
- use the same email to reference an article, book, or video relevant to something that was discussed during the interview (optional, brevity in the email is more important- don't overwhelm the decision maker).

☐ **Start preparing again**

- prepare for additional rounds of interviews OR
- prepare for other interviews | continue networking & applying.

BONUS:

Phone Interviews

- Eliminate background noise (pets, TV, etc).
- Limit other distractions around you.
- Smile when talking- it brings out your personality when you're unable to emote non-verbally.

Video Interviews

- Do a test video call with a friend or family member (check for internet & audio connection).
- Have the webcam at eye-level.
- Plan out appropriate attire (not sure? Wear business professional).
- Make sure you're in an appropriate location & be mindful of what the interviewer can see behind you.

NOTE: this is a comprehensive list. I recommend you complete as many action items as you can.

"By failing to prepare, you are preparing to fail"

- Benjamin Franklin

ABOUT JOHNIE CHAN

Johnie Chan is a career coach & founder of JourneyUp. He teaches young professionals how to land a fulfilling job + get paid what you're worth.

Whether it is navigating life after college, landing a fulfilling job WITHOUT applying online, or developing a career that is meaningful, Johnie has the experience to help.

As a former Fortune 500 Recruiter & hiring consultant, he has served small & large organizations within Silicon Valley (spanning various industries), been a speaker for universities up & down the west coast & helped over 2000+ job seekers in just over 2 years.

Now Johnie is an entrepreneur, member of NCDA (National Career Development Association) & employer- giving him a unique vantage point to study all things "career."



Feel free to reach out to Johnie:

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