

Interview Preparation



Interview Checklist

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|---|---|
| <input type="checkbox"/> Org.Name: _____ | <input type="checkbox"/> Appropriate attire |
| <input type="checkbox"/> Position Name: _____ | <input type="checkbox"/> Reviewed interview prep questions |
| <input type="checkbox"/> Interviewer name: _____ | <input type="checkbox"/> My expectations: |
| <input type="checkbox"/> Date & Time
of Interview: _____ | <input type="checkbox"/> Desired pay: _____ |
| <input type="checkbox"/> In-Person Interview | <input type="checkbox"/> Desired hours/schedule:
_____ |
| <input type="checkbox"/> Location: _____ | <input type="checkbox"/> Desired start date: _____ |
| <input type="checkbox"/> Reliable transportation | <input type="checkbox"/> Benefits & growth opportunities? |
| <input type="checkbox"/> Virtual Interview | <input type="checkbox"/> I know the questions I want to ask |
| <input type="checkbox"/> Camera & clean, quiet environment | |

Interview Prep Questions

- Tell me about yourself.
- What are your strengths & weaknesses?
- Where do you see yourself in five years? What are your goals?
- Why are you leaving your current job?
- What is your greatest accomplishment?
- Why do you want to work here? What interests you about this role?
- How do you respond to stress or change?
- Tell me about a time when you made a mistake at work. How did you navigate it? What did you learn?
- Tell me about a time when you had a conflict with a coworker or manager. How did you resolve it?



Scan the QR to watch
a short video on
interview questions

Questions For You to Ask

- How would you measure my success in this position?
- What are your expectations for me in this role?
- What would a typical day look like for me in this role?
- What are the biggest challenges that I might face in this position?
- How would you describe the organization's culture?
- What do you enjoy most about working here?
- Are there opportunities for growth and advancement?
- What are the next steps in the hiring process and when should I expect to hear back from you?