

INTERVIEW CHECKLIST

Use this “interview checklist” to prep yourself for each CLIENT interview you do.

Fill it out beforehand and read through once before you begin the interview. Don't read it during the interview!

1. Research: Write key findings from your research on the company and industry through the website.

Company values:

Company goals:

Company culture:

What is the client's business:

2. Question prep: Write notes for your answers to typical questions.

You can think of your own or use the question bank at the end of this document.

3. Question prep: Write 3 questions that you will ask the CLIENT.

Make up your own or use the bank at the end of this document.

4. Interview outfit. What are you going to wear? Write it down here.

5. Pre-interview prep checklist:

- ☐ I have read the instructions sent to me by Virtual Elves.
- ☐ My video background is uploaded as sent by VE
- ☐ I meditated or took a walk to relax.
- ☐ I know how to sign in to the interview (and I've downloaded any necessary apps).
- ☐ My internet connection is stable and I have backup power just in case.
- ☐ I reviewed the JD and prepared for this interview.
- ☐ I have written my Elevator Pitch.

POSSIBLE QUESTIONS FROM THE CLIENT

These are common questions that a CLIENT may ask you. Pick at least 5 and prepare your responses beforehand.

- What interests you about this role / our company?
- What motivates you?
- What type of work environment do you prefer?
- What are your goals in the future?
- What are your strengths and weaknesses?
- What makes you unique?
- How would your current employer, colleagues, classmates, or best friend describe you?
- Could you tell me about yourself and describe your background in brief?
- Do you prefer working independently or on a team?
- When you're balancing multiple projects, how do you keep yourself organized?
- What did you do in the last year to improve your knowledge?
- Tell me about a time that you achieved a difficult goal.
- Tell me about a time that you had to resolve a conflict with someone.

QUESTION BANK

Candidate

These are questions you could ask the CLIENT. Pick 3 and have them ready for your interview.

- What does a typical day or week look like in this role?
- What are the most immediate projects that need to be addressed?
- What are the biggest challenges that someone in this position would face?
- What metrics or goals will my performance be evaluated against?
- Can you tell me about the team I'll be working with or will I be collaborating with anyone else?
- Is there an opportunity for growth in this role?