



PRE INTERVIEW TEMPLATE

FOLLOW THESE 10 THINGS

10 Key Areas to Work On Before Preparing for an Interview

1. Research the Company

- Understand the company's mission, vision, values, products, and recent achievements.
- Familiarize yourself with its competitors and industry trends to show you're well-informed.

2. Understand the Job Description

- Analyze the key responsibilities and skills required for the role.
- Match your skills and experiences with the job's expectations and prepare examples to demonstrate them.

3. Prepare Your Elevator Pitch

- Craft a concise 1–2 minute summary of your professional background, key achievements, and why you're the right fit for the role.

4. Review Your Resume and LinkedIn Profile

- Ensure your resume and LinkedIn are up-to-date, error-free, and aligned with the job you're applying for.
- Be prepared to discuss every detail on your resume, including specific achievements and responsibilities.

5. Practice Common Interview Questions

- Prepare answers for common questions like:
 - "Tell me about yourself."
 - "Why do you want to work here?"
 - "What are your strengths and weaknesses?"
- Use the STAR method (Situation, Task, Action, Result) to structure responses for behavioral questions.

6. Research the Interviewers

- Check the LinkedIn profiles or public bios of the interviewers to understand their roles and backgrounds.
- Look for common interests or professional connections to establish rapport.

7. Develop a Portfolio of Examples

- Compile specific examples of your work that showcase your skills and achievements.
- Use metrics and data to make your contributions tangible, e.g., "Increased sales by 20% in six months."

8. Prepare Thoughtful Questions to Ask

- Prepare at least 3–5 questions to ask the interviewer about the role, team, or company culture.
Example: "What does success look like in this role?"

9. Work on Your Communication Skills

- Practice clear and concise communication, maintaining confidence and professionalism.
- Pay attention to non-verbal cues like posture, eye contact, and tone of voice.

10. Plan Your Logistics

- Confirm the interview time, platform (if virtual), and location (if in-person).
- Test your technology setup, and ensure your environment is distraction-free for virtual interviews.
- If in-person, plan your travel route and arrive at least 10–15 minutes early.

Bonus Tip:

Prepare Mentally and Physically

- Get a good night's sleep, eat a healthy meal, and practice relaxation techniques to stay calm and focused during the interview.



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