HENNING COACHING

The Must-Do Pre-Interview Checklist

"If you fail to plan, you are planning to fail!" Benjamin Franklin

Strategy:

So you've gotten an interview request. **Congratulations!** Now you must prepare yourself to put your best foot forward and perform optimally during the interview. To effectively prepare for your interview you at a minimum you must take these essential 5 steps.

Research

- [ ] Review the executive team, mission statement, and charitable efforts.
- [ ] Search on LinkedIn to find the professionals you will be interviewing with and look for commonalities.
- [ ] Go to Glassdoor to view their reviews.

***47% of candidates have little knowledge of the company.**

Block extra time

- [ ] Be ready 5-10 minutes prior to a phone interview.
- [ ] Arrive 15-20 minutes prior to an in-person interview in case you run into a delay or traffic.
- [ ] Give yourself at least 10-15 minutes of extra time for the interview. Good interviews tend to run over.

***100% of the time running late to an interview leaves a bad first impression.**

EMAIL info@henningcoaching.com
WEBSITE henningcoaching.com
OFFICE 312.500.8858
FAX 312.825.1198
ADDRESS 500 N. Michigan Ave Suite 600
Chicago, IL 60606

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Have a good reason for interviewing

- [ ] Mutual interest must be demonstrated
- [ ] Your reason should come from your research
- [ ] Career growth, learning something new, culture, charitable effort etc.

***Compensation is not a good reason and will be viewed negatively.**

Mental Preparation

- [ ] Practice your using your soft skills and story telling.
- [ ] Visualize having a successful interview.
- [ ] Reframe the energy you feel beforehand as excitement not nervousness.

***Be empathetic - What kind of answers would you want to hear from prospective candidates**

Prepare Questions

- [ ] Again, most of your questions should come from your research.
- [ ] How will you determine if someone is successful in this role?
- [ ] Do you have any concerns or doubts about my background?
- [ ] What are the next steps in the process?

***If you don't ask questions at the end of the interview you will leave doubt of interest in the hiring managers mind.**

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