

USE THIS CHECKLIST DURING INTERVIEWS

Put all those Post-it Notes aside with words-to-self on preparing for an interview. Instead, reference this handy easy-to-read and simple-to-recall impactful interview tips checklist. Print it out and keep it on-hand during the interview with a potential employer.

SECTION #1: PREPARATION

☐ Conduct your own research on the industry, the organization, its competitors and culture.

☐ Read Glassdoor reviews, google reviews, and visit the organization's LinkedIn page to see who they follow and what's new in their feed.

☐ Review the LinkedIn profiles of the hiring managers you are scheduled to speak with, as well as the profiles of individuals that may be their peers or members of their staff. Do not worry about using 'private' mode, as it is good for hiring managers to see that you have taken the initiative to learn about them.



QUESTIONS KATALYST WILL ANSWER

If you use Katalyst Group to help find your position placement opportunity, you will have access to additional knowledge and information regarding the team, culture, goals, and additional insights of your potential employer. Below is a list of additional information you will gain.

☐ Structure of the team

☐ Where the role you are interviewing for fits into the team and the larger organization

☐ Personality of key members of the organization

☐ Key points of interest that will likely be covered in the interview

☐ Specific information that was gathered when onboarding the recruiting initiative that is not defined in the formal position description

☐ Key scenarios to be prepared to speak to from your current or prior work experience

PRO TIP: Take notes on this Interview Tips Checklist of any key insights to reference and tie back into the interview. Doing this will show how your skills and experience relate to and match the employer's needs. It also shows confidence and initiative to

KEY QUESTIONS TO ASK AND ANSWER:



CHANGE-ORIENTED QUESTIONS TO ASK

☐ What initiatives is the team currently addressing, or preparing to address, and how will this role contribute to these initiatives?

☐ How mature are the processes this role has ownership of and what is the organization's appetite for evaluating opportunities for process improvement?

ROLE-FOCUSED QUESTIONS TO ASK

☐ What challenges has the team expressed they are facing in meeting the needs of its internal customers and where do you envision this role contributing to successfully addressing or mitigating those challenges?

☐ Where does the team need the most help and from your perspective where can this role add the most value in the near-term and long-term?

☐ What goals or milestones would you envision for this role in the first 30-60-90 days and first year?

☐ How does the team measure success and celebrate its accomplishments?

☐ Where do you believe the team needs the most help and where can someone make the most immediate impact?

QUESTIONS YOU SHOULD BE PREPARED TO ANSWER:

☐ Tell me about yourself?

PRO TIP: Keep this response brief and tailored to experience that is relevant to the role; keep response to three minutes or less to allow enough time for the rest of the interview; dive into the questions you prepared while also showcasing your ability to add value to the organization through the expertise you will bring.

Tell me about a time you:

☐ Struggled to work with a colleague, manager, or cross-functional associate?

☐ Managed through conflict in the workplace and how did you resolve it?

☐ Missed a deadline and how did you communicate this and what did you learn from it?

☐ How do you like to be managed and tell me about your favorite manager?

Tell me about your:

☐ Strengths

☐ Weaknesses



INTERVIEW TIPS CHECKLIST

CLOSING THE INTERVIEW: CLOSING QUESTIONS TO ASK

☐

Is there anything else I may clarify regarding my prior work experience to give you confidence that I have the skills and experience required to be successful in this role?

☐

What are the next steps in the evaluation and hiring process, and what is your preferred means for managing communication on a go-forward basis?



TECHNOLOGY SET-UP

Virtual interviews are here to stay, so make sure of the following:

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You are camera-ready: position the monitor so that your entire face is seen, preferably at least from the shoulders up. If you see the ceiling in any portion of your video feed then the camera is positioned too low; raise the camera to eye height to create the feel of sitting across the table from your audience

☐

Internet connection is strong, and your computer is fully charged

☐

You're in a quiet space

☐

The video conference service is downloaded on your computer

☐

Use charged ear buds or earphones (no large earphones which may appear distracting)

☐

Test your audio and volume control

☐

Wear solid colors

☐

Keep any visible background and immediate space neat and tidy (you're the focus not the background)

☐

Keep meeting invite link handy in case you get disconnected and need to reconnect



POSITIVE REINFORCEMENT

We've all heard it since childhood, smile. Smiling really works - it relaxes us and gets those face muscles warmed up. Do what you need to do to shake off the nerves - jumping jacks, stretch, take four measured deep breaths, drink water, aromatherapy. Most of all, remind yourself that you are at this stage in the interview process because you have worked hard in your academic and professional career - you have earned your spot to shine and be considered for this role.

POST-INTERVIEW ACTIVITIES

Contact your Katalyst Group representative to debrief immediately following the interview to discuss topics covered in the interview as well as expectations the interviewer established at the close of the interview regarding next steps, timing of communication and confirming your interest in advancing in the interview process.

PREPARE A THANK YOU LETTER

☐

Reference specific example/s that came up in the interview

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Perform a spelling and grammar check

☐

Send the draft thank you note to your Katalyst contact for final review; Katalyst will provide any proposed edits or changes along with the email address of your intended audience so you can send the thank you letter the evening following your interview