

Interview Preparation Checklist

Interviewers are only interested in hiring people that demonstrate they are serious, committed and passionate about working for them and their company! Anything less will not make the grade!

- ✓ Read, print out, retain and read again our interview tips. They have helped literally thousands of SMR Group candidates get the job they want!
- ✓ Be FULLY PREPARED to present and discuss:
 - Why you want to work for this company.
 - What is Your Value Proposition to the hiring managers and their company.
 - What you know about the day-to-day tasks, activities, challenges/obstacles, and opportunities of the position you are interviewing for.
 - What specifically you have done to prepare for the interview(s).
 - What your plan-of-action is to get a new position.
 - What you plan to accomplish once you get the job and how and when you will do it!
- ✓ Research the company and industry thoroughly. Prepare an executive briefing outline of research findings. Make copies and bring to interview to be presented to interviewer.
- ✓ Prepare thoughtful, well framed questions that demonstrate your professionalism and passionate interest.
- ✓ Organize your achievement documentation brag book and make copies of your brag book for leave-behinds with interviewers.
- ✓ Talk with friends, family, and coworkers and ask them to review all of your strengths, weaknesses, achievements, failures, etc.
- ✓ Visualize the interview in your mind and role play.
- ✓ Confirm times, locations and route to interview. Plan to be 15 minutes early to interview.
- ✓ Bring 5 or more clean copies of your resume, your brag book copies and thank you notes to leave for interviewers.
- ✓ **Talk with your recruiter within 24 hours before all interviews and immediately after all interviews.**