

THE ULTIMATE JOB INTERVIEW PREPARATION CHECKLIST



Produced by LYDIA, Inc.

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The Ultimate Job Interview Preparation Checklist is a comprehensive guide that covers everything you need to know to prepare for a successful job interview. The guide is divided into five main sections: Researching the Company, Professional Attire, Gathering Necessary Documents, Confirming Logistics, and Answering Job Interview Questions. In the Researching the Company section, you'll learn how to research the company you're interviewing with, including their history, values, and mission statement. This will help you tailor your answers during the interview and show your interest and enthusiasm for the company.

The Professional Attire section covers everything you need to know about dressing appropriately for the interview, including what to wear and what not to wear. This section also includes tips on grooming and hygiene.

The Gathering Necessary Documents section outlines the documents you should bring with you to the interview, including your resume, cover letter, and any other relevant documents. It also includes tips on organizing your documents and making sure you have everything you need.

In the Confirming Logistics section, you'll learn how to confirm the time and location of the interview, as well as how to prepare for any potential logistical issues, such as traffic or parking.

Finally, in the Answering Job Interview Questions section, you'll learn how to answer common job interview questions, including "Tell me about yourself," "What are your strengths and weaknesses," and "Why do you want to work for this company?" This section also includes tips on how to prepare for behavioral interview questions and how to ask questions of your own. Thank you for downloading the Ultimate Job Interview Preparation Checklist. We hope this guide helps you feel confident and prepared for your next job interview!

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Job coaching with us equals customized mock interviews, a wardrobe analysis, a discussion of your body language, visualization to see yourself succeeding in your role, and stress reduction and relaxation techniques to be calmer and more confident as you work to change your employment status.

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Dress Appropriately

Choose attire that reflects the company's culture and values.

Be clean, showered/bathed, teeth brushed, and minimal jewelry and/or makeup.

Clothes should be in good condition, like new or gently used if not just bought.

Research the Company

Research the company and its culture before the job interview.

Look up the company's website, social media profiles, and any news articles.

Be familiar with the company's values, mission, and accomplishments.

Gather Documents

Bring your resume. Even if you've emailed it, take your own copy of your resume.

Bring any portfolio documents to show your work.

Bring your references and reference letters.

Confirm Logistics

What time is the interview?

What is the location and address? How long will it take to get there?

What is the name of the person interviewing you?

Answer the Questions

What are your strengths and weaknesses?

Why do you want to work for this company?

Tell me about yourself.

JOB INTERVIEW PREPARATION

If you're preparing for an upcoming job interview, one important factor to consider is what you'll wear. Your outfit can have a big impact on how you're perceived by the interviewer, so it's important to choose something that's professional and appropriate for the job.

Step 1: Evaluate the Dress Code

The first step in our Wardrobe Analysis Check is to evaluate the dress code of the company you're interviewing with. Do some research to find out what's considered appropriate attire for the job and the company culture. You can check the company website, and social media pages, or even reach out to someone who works there to get an idea of what to wear.

Step 2: Choose a Professional Outfit

Once you have an idea of the dress code, it's time to choose a professional outfit. Make sure your clothes are clean, ironed, and in good condition. Avoid anything that's too casual, revealing, or distracting, such as t-shirts with logos or flashy jewelry. Stick to neutral colors, such as black, gray, navy, or white, and avoid anything too bright or bold.

Step 3: Accessorize Appropriately

Accessories can add a nice touch to your outfit, but make sure they're appropriate for the job interview. For example, a simple watch or bracelet can be a nice addition, but avoid anything too flashy or noisy, such as large statement necklaces or dangling earrings.

Step 4: Choose Comfortable Shoes

It's important to choose comfortable shoes that you can walk in comfortably, especially if you'll be commuting to the interview or walking around the office. Make sure your shoes are clean, polished, and match your outfit.

Step 5: Check for Fit

Before you head out the door, make sure your outfit fits well and is comfortable to wear. Take a few minutes to check yourself in the mirror and make any necessary adjustments. You don't want to be distracted during the interview because of ill-fitting clothing.

With these tips, you'll be able to choose a professional, appropriate outfit that will make a great impression on your interviewer.

JOB INTERVIEW PREPARATION

By taking the time to research the company, you'll be able to show your interviewer that you're interested in the company and the role, and that you've done your homework. This can help you stand out from other candidates and increase your chances of getting the job.

Step 1: Company Values and Mission

The first step is to research the company's values and mission. These are typically found on the company's website, but you can also look for press releases or news articles that discuss the company's values and mission. Look for keywords or phrases that are frequently used, as these can give you an idea of what the company is all about. You can also see how the company's values align with your own.

Step 2: Company Culture

The second step is to research the company's culture. This can be a little trickier, as it's not always easy to get a sense of a company's culture from the outside. However, you can look for clues on the company's website, social media profiles, and employee reviews on websites like Glassdoor. You can also ask your network if they know anyone who works at the company and see if they can provide any insights into the company culture.

Step 3: Company Website

The third step is to thoroughly review the company's website. This includes reading through the About Us section, reviewing the products or services the company offers, and checking out any recent news or press releases. You should also look for any awards or recognition the company has received, as this can give you a sense of the company's reputation in the industry.

Step 4: News Articles

The fourth and final step is to look for any recent news articles about the company. This can help you stay up-to-date on any major developments or changes within the company, and it can also give you a sense of the company's reputation in the industry. You can use Google News or other news search engines to find relevant articles.

Researching a company before a job interview can help you show your interest in the company and the role, and it can also give you a better understanding of what the company is all about. By following these four steps, you can make sure that you're fully prepared for your job interview and can confidently answer any questions that come your way.

JOB INTERVIEW PREPARATION

First, it's important to listen carefully to the question and take a moment to gather your thoughts before answering. You can also ask the interviewer to repeat or clarify the question if needed.

When answering, start by briefly restating the question to show that you understand it. Then, provide a concise and relevant answer that showcases your skills, experiences, and qualifications.

It's important to be honest in your answers, but also to highlight your strengths and accomplishments. You can use specific examples or stories to illustrate your points and provide context.

Tips for answering common job interview questions:

- "Tell me about yourself." This is often the first question asked in an interview. It's an opportunity to provide a brief summary of your professional background and accomplishments. Focus on your most relevant experiences and skills, and highlight what makes you stand out as a candidate.
- "What are your strengths?" This question is an opportunity to highlight your most valuable skills and qualities. Choose strengths that are relevant to the job you are interviewing for, and provide specific examples of how you have used these strengths to achieve success in the past.
- "What are your weaknesses?" This question can be challenging, but it's important to answer it honestly and tactfully. Choose a weakness that is not critical to the job, and explain what steps you have taken to improve in that area.

- "Why do you want to work for this company?" This question shows that you have done your research on the company and are genuinely interested in the position. Highlight specific aspects of the company's culture, mission, or products that appeal to you.
- "Can you tell me about a time when you faced a challenge?" This question is an opportunity to showcase your problem-solving skills and resilience. Choose a challenge that is relevant to the job, and explain how you overcame it with a specific example.

Remember to speak clearly and confidently, maintain eye contact, and use positive body language throughout the interview. And don't forget to ask your own questions at the end of the interview to show your interest in the position and the company.

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