



SKILLED

PRE-INTERVIEW CHECKLIST

Research

- ☐ Company Mission Statement
- ☐ Company Values
- ☐ Company Culture
- ☐ Key Players of Organization
- ☐ Role
- ☐ Interviewer(s)
- ☐ Industry
- ☐ Company's Products/Services
- ☐ Company's Competitors
- ☐ Current News & Updates from the Company

Practice

- ☐ Complete Skilled Mock Interview
- ☐ Answer Common Interview Questions for Role

Prepare

- ☐ Know Job Description & Requirements
- ☐ List 5 Questions to Ask Interviewer(s)
- ☐ Print 5 Copies of Resume
- ☐ Print List of References
- ☐ Map Out Route to Interview
- ☐ Select Interview Attire
- ☐ Pack Notepad & Pen for Notes

NOTES

