

Interview Prep Checklist

10 Tips for a Smooth Conversation

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- Research the company you're interviewing with. Aim to gain a high-level understanding of the company's background, how they have grown/changed in the last few years, and if they sell products, what those are, and who their target market is.
- Look up the interviewers on LinkedIn if you know their names beforehand. Understanding their roles at the prospective company may help you learn how other teams or sectors function.
- Practice answering interview questions with a friend, family member, or former coworker. If you don't have another person to practice with, consider using Zoom or another remote meeting tool and record yourself answering the questions. You can then use the recording to fine-tune your answers beforehand. You can find some practice questions [here](#) (Huntr) and [here](#) (BuiltIn). Lastly, Indeed has an [article](#) with behavioral questions and sample answers.
- Do a test call - test your audio and video, ideally 30-ish minutes before your call. This allows you ample time to troubleshoot if there is an issue that would prevent you from completing the call successfully. Several meeting tools have test call capabilities, but you can always use Google Meet's [Instant Meeting](#).
- Re-read the job description. Become familiar with the responsibilities, ideal qualifications, and requirements for potential candidates.
- Review your resume. While consistency is key, you don't want to regurgitate your resume verbatim. Chances are, the person interviewed you already read it (or at least skimmed it). Answering with the bullets on your resume can squander a possible opportunity to answer a question with a different situation than you may not have mentioned already.
- Grab some water. Don't be caught with dry mouth if you suffer from anxiety. Grab the biggest bottle you can find!
- Eliminate distractions. If you have dogs, close the blinds. My dogs have this unnatural ability to tell when I'm on an important call and bark up a storm. To mitigate this, I close the blinds in the living room so they cannot bark at the squirrels taunting them. It saves the interviewer from potentially hearing the bark fest and saves my sanity as well. Another tip is to turn your phone on "Do Not Disturb" so you won't get any texts/calls that interrupt your flow.
- Think about and prepare a statement for why you applied to this job, why you are interested in working for this company specifically, and where you would see yourself in the next 2-5 years if you were offered and accepted the position.
- Prepare a "thank you" email. After your interview, send an email to the person(s) who interviewed you thanking them for the opportunity. It's best to send this within 24 hours of your interview. If you feel inclined, you can include a point or two about why you are a good candidate.