



**equipped interview**

BUILD CONFIDENCE. STAND OUT. GET THE JOB.

# Your Complete Interview Prep Checklist To Help You Stand Out

**[EquippedInterview.com](https://EquippedInterview.com)**



I've spent about 15 years in the workforce being interviewed for jobs at several companies and quite a variety of roles. Along the way I received some great advice that was super helpful.

After interviewing others as a hiring manager for years, I've seen a lot of great interview best practices. And many common mistakes. And some pretty terrible ones.

This checklist gives you an easy way to remember the 9 most important things to do before walking into an interview. **Build your confidence** and **stand out** by following these steps!

- Joshua Tinkey

- Research the mission of the organization and any recent news about it or the industry.
  
- Write down the to 3-5 skills and/or experiences you think the hiring manager is looking for.
  
- Write down the top 2-3 reasons your are excited for the role and passionate about the organization.
  
- Prepare for obvious questions, like 'Tell me about yourself'. For this one in particular, use the 'Present, past, future formula.' If you're unfamiliar with this, check out our post on this topic.
  
- Rehearse your answers out loud and time yourself. You'll be surprised how long or short your answers are! Keep most responses to under 2 minutes. Your opening background/response to 'Tell me about yourself' can go up to 2 and a half minutes.
  
- Prepare robust questions to ask at the end of the interview. Use our S.H.O.W Method framework to tee yourself up for good conversation, which is the point of this time - not always learning more about the position.
  
- Intentionally prepare to answer the question "Why should I hire you?" Whether or not you get asked, you will have more clarity in your mind as to what skills you offer and why you're a good fit.
  
- As you prep, consider that there are three things every hiring manager is trying to answer during an interview: Do you have the skills I need? Are you excited about this role? Do I like you? Prepare answers that help answer these questions throughout the interview.
  
- Use your commute to prepare for the interview. Listen to podcasts and audio books related to our position or industry to help you craft good, robust, discussion-starting questions. Also, use this time to practice your responses out loud (unless you're on the subway... that might be awkward).

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# Sick of getting declined for great jobs?

Do you want to speed up the process and get tips from a hiring manager? Let's set up some coaching!

I'll show you how to prepare intentionally, build your confidence, and stand out in your next job interview. Just click below to reserve a time.

[Let's chat!](#)

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