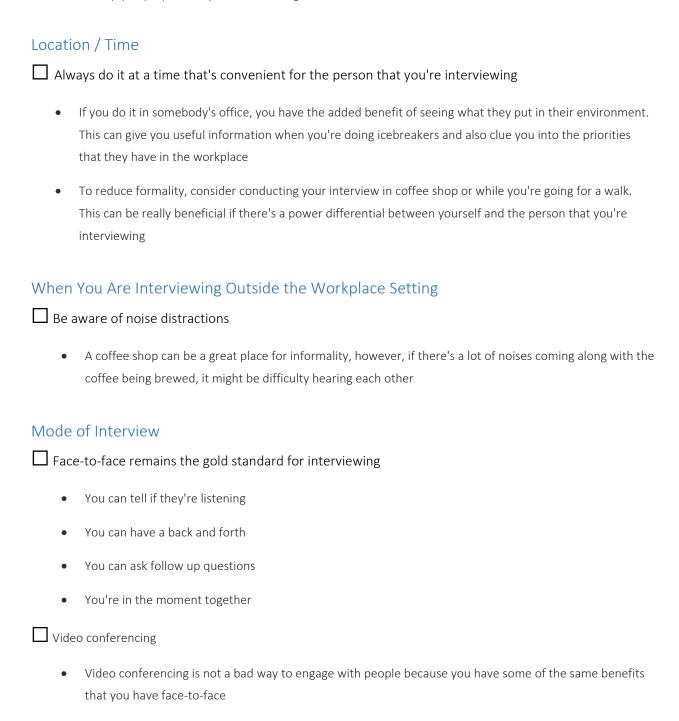
Soft Skills 101x Business Communication

PERSONAL LEARNING ELEMENT: INTERVIEW PLANNING CHECKLIST

This learning element is a summary of the things to consider when planning an interview. It can be used as a checklist to help you prepare for your next strategic conversation or interview.



Make sure you know your equipment and definitely practice ahead of time

Apply the same rules and good behaviors that you would to a face-to-face interview

☐ Telephone	
•	You can catch people in the moment
•	You lose are the interaction between the visuals. So you can't tell if someone's actually listening or if they're surfing the internet or checking their email or the box scores from last night
•	You lose some of that contextual element that you have in a face-to-face or video conference and have to make extra judgments just based on their voice alone
☐ Email	
•	You lose some of that contextual element that you have in a face-to-face or video conference and have to make extra judgments just based on their text alone
•	People are more likely to prepare formal responses for you
Number of People in the Room	
☐ When in group settings	
•	Reframe group interviews as an opportunity to learn more about the people you're working with
•	Read the non-verbals of the other people in the room to figure out who they're waiting to hear respond
Be Pre	pared and do Your Homework
☐ Knov abil	w the names and the positions of the people that you are interviewing with to the best of your ity