

- INTERVIEW PREP CHECKLIST -

A week to interview

- Research the company and the job.....☐
- Research current trends and news in the job sector.....☐
- Write down questions to ask your interviewer (check www.corperlife.com).....☐
- Schedule interview.....☐
- Practice interview questions (check www.corperlife.com).....☐
- Form "Elevator Pitch""- This is a 30sec summary used to simply and quickly define you.....☐
- Figure out you projected salary range.....☐

Day before interview

- Map route to interview.....☐
- Plan trip to venue (factor in traffic).....☐
- Find out what you are wearing☐
- Get interview clothes ready and polish shoes.....☐
- Guys Shave! and... also some girls.....☐
- Review at interview questions/answers.....☐
- Learn "Elevator Pitch.....☐
- Print out several copies of your CV and Cover letter on nice quality paper....☐
- Pack samples of your work (if applicable).....☐
- Use ATM so that you have emergency cash.....☐
- Get enough sleep (8h ≥ sleep ≥ 6h).....☐

Morning of interview

(If this is the first time you're picking up this checklist...God help you)

- Pray to God favour and direction.....☐
- Freshen up!... take a nice shower and brush teeth.....☐
- Don't forget to use deodorant.....☐
- Do not use perfume (interviewer might be allergic).....☐
- Take a pen and notebook.....☐
- Enter the building 10mins before(not too early...never late).....☐
- Let receptionist know you are present.....☐
- Better to use the bathroom before interview.....☐
- Switch phone Off (not vibrate) before starting.....☐

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