INTERVIEW PREPARATION CHECKLIST



Part I - Basic Background Research

Job Interviews can be a nerve-racking experience, especially when you don't feel prepared for them. The purpose is to understand:

I. How do you perceive about the company's position?

II. To what extent you can fit into company's culture toward achieving company goal?

Do the following check to help you have a smooth and great interview.

Research Company & Industry

Match Your Skillset

E.g. IT skill, Marketing Skill, Research skill, etc.

Match Your Career Goals

E.g. Attain a leadership role in 2 years.

Company's Culture

Match Your Interest

E.g. Working out, Traveling, Team bonding, etc.

Match Your Characters

E.g. Self-motivated, Responsible, Independent, etc.



Products and Services

Personality and Preference

(Do you personally like the products or services offered?)

Match Your Skillset

(Does your skill sets match with the products or services offered?)

Match Your Experiences

(Does your past experience similar with the industry you're about to join?)

Management Team and Leaders

Balance of Life

(Does the leaders' working pattern affect your balance of life?)

Skills and Values

(Would you be able to learn more from the leaders?)

Career Growth

(Would the leaders help in your career growth?)



Office Location

Match Your Preference

(Do you prefer a near office location or flexible?)

Traveling Time

(Check out the travel time needed from your place to the office!)

Company's Clients

Credibility

(Are the clients reliable? Check their credibility through their website!)

Skills and Values

(Would you be able to learn some new skills/values from the clients?)

Website / Social Media

(Check out the company's website/social media to know more about them!)

Google

Glassdoor

Instagram

LinkedIn

Facebook

Blog

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