Pre-Interview Checklist



- Familiarize yourself with the duties and requirements of the position you are filling.
- Make sure you can answer general questions about the company and the benefits provided.
- Formulate questions that will focus on job-related aspects such as asking about situations that may have occurred in previous positions.
- Write down and organize the questions in the order you will be asking them.
- Review applicant’s resume and/or application. Notate areas of special attention that you want to be sure to ask about.
- Consult with Human Resources if there are questions you are not sure how to best ask or if you should be asking at all.
- Attend interview training which may be provided by the Human Resources Department.
- Immediately before the interview begins, be sure to forward your phone and eliminate interruptions which could occur during the interview.