

# The Executive's Guide to Interview Success: Interview Preparation Checklist for 5 Different Types of Interviews



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# Interview Preparation Checklist

*Download this checklist to help you prepare for your upcoming interview!*

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## FOR ALL INTERVIEW TYPES:

### **Research:**

- ☐ Thoroughly research the company, its products/services, values, and recent news.
- ☐ Understand the industry and the company's position within it.
- ☐ If possible, research the interviewer(s) on LinkedIn.

### **Prepare your "story":**

- ☐ Practice articulating your career path, highlighting relevant skills and accomplishments.
- ☐ Connect your experiences to the job description and company needs.
- ☐ Prepare your elevator pitch (a concise summary of your skills and goals).

### **Questions:**

- ☐ Prepare insightful questions to ask the interviewer(s).
- ☐ Practice answering common interview questions (e.g., "Tell me about yourself," "Why are you interested in this role?") using the STAR method (Situation, Task, Action, Result).

### **Logistics:**

- ☐ Plan your outfit (appropriate to the interview type).
- ☐ If in-person, confirm the location and plan your route.
- ☐ Gather necessary materials (resume copies, portfolio, notepad, pen).

### **\*\*Mindset:\*\***

- ☐ Get a good night's sleep before the interview.
  - ☐ Project confidence and enthusiasm.
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## PHONE SCREEN:

- ☐ Find a quiet, distraction-free location with good reception.
  - ☐ Have a copy of your resume and the job description in front of you.
  - ☐ Prepare a glass of water to avoid dry mouth.
  - ☐ Speak clearly and concisely.
  - ☐ Be prepared to discuss salary expectations (have a range in mind).
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## COFFEE CHAT:

- ☐ Choose business casual attire.
- ☐ Bring a notepad and pen to take notes.
- ☐ Prepare questions to learn more about the company and potential opportunities.
- ☐ Be prepared to discuss your career goals and how they align with the company.
- ☐ Send a thank-you email within 24 hours.



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## Interview Preparation Checklist Cont.

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### ONE-ON-ONE INTERVIEW:

- ☐ Practice your handshake (if in-person).
  - ☐ Maintain comfortable eye contact.
  - ☐ Ask insightful questions about the role and the company.
  - ☐ Send a thank-you note within 24 hours.
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### ONLINE INTERVIEW:

- ☐ Test your technology (camera, microphone, internet connection) beforehand.
  - ☐ Choose a professional, uncluttered background.
  - ☐ Ensure good lighting.
  - ☐ Look directly at the camera to simulate eye contact.
  - ☐ Close unnecessary applications and mute notifications.
  - ☐ Have a backup plan (phone number) in case of technical issues.
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### GROUP INTERVIEW:

- ☐ Make eye contact with each interviewer.
  - ☐ Address each interviewer by name.
  - ☐ Take notes to remember who's who.
  - ☐ Direct your answers primarily to the person who asked the question, while still engaging the whole group.
  - ☐ Ask for business cards to send individual thank-you notes.
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Remember: This checklist is a starting point. Tailor it to your specific needs and the specific interview you are preparing for.

Reach out if you would like one-on-one practice with Briefcase Coach's interview team.

**WE ARE ROOTING FOR YOU! GOOD LUCK!**

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