



INTERVIEW PREPARATION CHECKLIST



RESEARCH THE COMPANY

- Understand their mission, values & culture
- Review their website and recent news
- Know their products/services
- Look up the company on LinkedIn



UNDERSTAND THE ROLE

- Review the job posting carefully
- Identify the key skills and requirements
- Think about how your experience fits
- Prepare examples that prove you're a fit



PREPARE YOUR ANSWERS

- Practice common interview questions
- Use the STAR method for examples
- Keep your answers clear and concise
- Be honest and confident



PREPARE QUESTIONS TO ASK

- Shows you're engaged and interested
- Ask about the team and role expectations
- Ask about growth and development
- Avoid questions about salary/benefits first



CHECK THE DETAILS

- Confirm date, time and location
- Test your technology if virtual
- Plan your route and time for travel
- Bring extra copies of your resume



DAY-OF PREP

- Dress appropriately
- Get a good night's sleep
- Arrive early (or log in early)
- Bring a positive attitude



COMMON INTERVIEW MISTAKES

- ✗ Not researching the company or role
- ✗ Speaking negatively about past employers
- ✗ Rambling or giving unclear answers
- ✗ Not providing specific examples
- ✗ Focusing too much on salary and benefits
- ✗ Having poor body language
- ✗ Not asking any questions
- ✗ Arriving late or unprepared



NHCS TIP

Employers don't just hire for skills,
they hire for attitude and fit.

Show that you're coachable, reliable,
and ready to add value.

Be yourself, be prepared, and
let your confidence shine.



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COMMON INTERVIEW QUESTIONS

- Tell me about yourself.
- What are your greatest strengths?
- What is a weakness you are working on?
- Why are you interested in this role?
- Why do you want to work here?
- Tell me about a challenge you faced and how you handled it.
- Where do you see yourself in 5 years?
- How do you handle pressure or tight deadlines?
- Do you have any questions for us?



EXAMPLE ANSWER

Question: Tell me about a time you solved a problem.

"In my previous role, we had a delay in receiving a shipment that was critical for a project. I contacted the supplier, researched alternative options and found a local solution that met our needs. I communicated updates to the team and adjusted the schedule. As a result, we stayed on track and the project was completed on time."



THE STAR METHOD

Use STAR to structure your answers to behavioral questions.

- S** Situation – Set the context.
- T** Task – Explain your responsibility.
- A** Action – Describe the action you took.
- R** Result – Share the outcome.

EXAMPLE (STAR METHOD)

Situation: Our team was behind on a major project.

Task: I was asked to help get us back on track.

Action: I organized the tasks, coordinated with the team and prioritized the most important items.

Result: We completed the project 2 days early and the client was very happy with the results.



TIPS FOR SUCCESS

- ✔ Listen carefully to each question.
- ✔ Take a moment to think before you answer.
- ✔ Keep your answers focused and relevant.
- ✔ Show enthusiasm for the role and company.
- ✔ Always end with a positive impression.



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