



TWO ROADS
Professional Resources

CANDIDATE INTERVIEW PREPARATION CHECK LIST

- Have a thorough understanding of the job description
- Research the company and interviewers
 - Study the company's website
 - View LinkedIn profiles to find out titles and experiences. Connect with the Interviewers
 - View other Social sites to find common interests
- Review your social media profiles
- Be sure your resume is consistent with the one that was sent to the company and your LinkedIn profile
- Create a cheat sheet that details your career highlights and how they correlate with the position you are seeking



COMPANY INTERVIEW PREPARATION CHECK LIST

- Get to know your candidate
 - Thoroughly review the candidate's resume
 - Review LinkedIn profile
 - Search Social Media sites to help determine personality fit
- Prepare an Interview Agenda
 - Include important questions or details to cover
- Sell your company to the Candidate
 - Email company information to the candidate in advance
 - Make a video of the office work space or manufacturing facility
 - Video employees at work



VIRTUAL INTERVIEW TIPS

- Test your technology and address any communication issues up front
- Create a great first impression!
 - Eye Contact, Energy, Excitement
 - Break communication barriers with references to the company website, LinkedIN, or other Social Media
- Take Advantage of the Virtual Medium
 - Think of the interview as an open book test
 - Refer to a cheat sheet containing notes on your resume, interviewer names and pictures, and questions for the interviewers.