

The Interview-Tomorrow Prep Checklist

Ten steps from panic to prepared. One focused evening, a night of sleep, a calm morning.

TONIGHT

- ☐ **1. Reread the posting like it's an answer key.** The three requirements it repeats, and my experience that answers each:

- ☐ **2. Research the company. 30 minutes, capped.** What they sell, who they sell to, one recent milestone, who is interviewing me (5 minutes on their LinkedIn). Then stop.
- ☐ **3. Pick my three stories.** One line each: what happened, what I did, the result with a number.

- ☐ **4. Script my first 90 seconds.** Where I am now, the experience most relevant to this role, why this company. Said out loud twice, not memorized.
- ☐ **5. Get my number ready.** My range: \$_____ to \$_____. If the posting names a band, anchor to it. Know the bottom of mine.
- ☐ **6. Write three questions to ask.** About the work, not the perks. Starters: success at 90 days, the hardest part of the role right now, how the team decides.

- ☐ **7. Kill tomorrow's decisions tonight.** Outfit chosen. Route mapped or video link tested, camera at eye level. One-page notes ready. My hard stop tonight: _____ Sleep is prep.

TOMORROW

- ☐ **8. Warm up out loud.** Say the 90 seconds once. Review one page of notes, not twelve tabs.
- ☐ **9. Steady beats dazzling.** Answer the question asked. Pause when needed. Never trash a past employer.
- ☐ **10. Send the thank-you within 24 hours.** One specific moment from the conversation, one sentence of interest.

Worth remembering: in a study of 691 real interviews, nearly 70% of interviewers decided after five minutes or more. The whole conversation counts.

The easiest edge: fewer than 1 in 4 candidates sends a thank-you note. 68% of hiring managers say it influences their decision.