

## **Preparing for an interview - Checklist**

Want to showcase your skills and achievements to attract the attention of McGuire Financial Leaders? Then use this checklist to prepare for your first interview.

### **What to do before the interview**

- Research more about McGuire Financial, memorize our purpose, our core values, our mission
- Document your skills, competencies, and things you are working on for self-improvement
- Revise your resume and know its content completely
- Prepare a few questions to ask during the interview
- List your references and their contact information. Notify them and ask them to talk about your skills and achievements and to link them to the requirements of the position, if applicable
- Print a few copies of your resume
- Know the day, time and place of the interview as well as the names of the McGuire Team members you will be meeting with
- Get a good night's rest before your interview

### **What to do on the day of the interview**

- Make sure you are dressed for success and well groomed
- Bring copies of your resume and your list of references
- Arrive 10 minutes ahead of time
- Give a firm handshake and look the interviewer in the eye
- Watch your posture and control your nervous gestures
- Respect silences during the interview and take advantage of that time to take deep breaths and stay focused
- Don't hesitate to ask the interviewer to reformulate a question
- Thank the interviewer before leaving and reiterate your interest in the opportunity

### **What to do after the interview**

- Do a self-assessment and identify what you should do differently next time
- Thank the people you met with, by phone or in writing
- Follow up if you haven't heard back from us

**Be informed, prepared and relaxed!**