

TJSN INTERVIEWING CHECKLIST
(Airline check list)

Why do professionals such as airline pilots, even after years of experience, still use a check list?

Because ONE failure means death! This is a zero defect/ zero tolerance environment.

ALWAYS USE A CHECKLIST. Your failure could be job death.

BUYERS MARKET

1. Don't sell until you know what the customer wants to buy
2. Be aware that the HR and hiring manager has something to LOSE by hiring you.
3. Know the company, values, structure and systems
4. Know the people you're interviewing and prepare to interview them well (2 way street). Try to bond or blend
5. Why you're applying for the job (value to HIM/HER – not you!)
6. Why you're a good fit. Demonstrate your strengths, e.g. strategic planning but also other areas (IF APPLICABLE) DON'T SPEAK TO WEAKNESSES IF THEY'RE NOT GERMANE. Address ONLY those concerns to the position
7. Things not on your resume that ARE NOT on the resume
8. Be prepared for poor interviewers. Be prepared for tough questions
9. Tell them you want the job
10. Follow up: Email, phone and hard copy (TWICE)

Be neither arrogant nor desperate – both will weed you out. But exude CONFIDENCE