



**Checklist for Interview Technique Workshop Preparation**

**A. COMPANY INFORMATION**

1. Basic Background	
2. What do they do?	
3. Recent news or updates?	

**B. ROLE INFORMATION**

1. Job Title	
2. Key Duties	
3. Key Capabilities	
4. Knowledge	

**C. YOUR INFORMATION**

1. Self-introduction	
2. Match your experience, capabilities & knowledge with the job required in section B	
3. Past real cases / accomplishments demonstrated your experience, capabilities and knowledge. (Try to recall and prepare as much as you can)	
4. Prepare for your missing bits and your weaknesses	

**D. Q&A**

Prepare for the questions that you want to ask (around 2-3 questions)