



Essential Questions

Interview Preparation Checklist

Essential Questions - Preparation Checklist:

Are you looking for answers to interview questions?

I don't mean to disappoint you, but that's not what this checklist is about.



After interviewing over 15,000 candidates, I have my own opinions on what's important before you interview. I've used these same essential questions to help my clients interview successfully. Some of my students have never received a job from an interview! Or they might not have interviewed in 10, 20, or 30 years and have no idea how to prepare.

This list of questions is about you! Are you emotionally, mentally, and spiritually ready to interview? Your mindset going into the interview is more important than your experience. How you show up, how you answer, what you believe about yourself, and your value is what makes a difference in finding a position that aligns with who you are and how you're created.

We're all unique and designed for different roles. Answering these questions is the key to distinguishing between work you love and work you dread.

My journey to Career Freedom came from too many hard lessons I now share with my clients, students, and followers. I want the best for you and hope you do, too.

#	Yes	Preparation Checklist Questions
1.		Do you REALLY want this job?
2.		Is this the best role for you?
3.		Are you prepared to be you?
4.		Are your success stories in alignment with the role?
5.		What is the value that you bring?
6.		What do you want from the employer?
7.		Have you practiced your answers?
8.		Is your body in alignment with your words?
9.		Have you reviewed and know everything on your resume?
10.		Have you prayed?

1. **Do You Want This Job?** – This is the most essential question. In my experience interviewing over 15,000 people, unless you're a professional actor, it's impossible to "act" as if you do if you don't. If you need the job, develop reasons why this is a good position for you. And repeat these reasons continually. Believe this is a good role for you; that truth will appear during the interview. Your confidence increases when you know this is your proper role and decide if this is your right company.
2. **Is This the BEST Role for You?** – Work can be a great joy or a prison of our own making. By determining, even before applying, if this is the best role for me, you will ensure that you're applying to jobs that fit you and you're a good fit for. A best-fit role is where you are using your God-given gifts, talents, strengths, abilities, motivations, and passions. The best role for you will make you better. Every other type of role will diminish you and deplete you. Find the roles that align with who you are and who you want to be on the job.
3. **Are You Prepared to Be You?** – Yes, you! The real you, the one who will show up on the job. If you "pretend" to be someone else with fake answers and false results, these discrepancies will eventually show up on the job. Someone is going to be disappointed. Either you for taking a job you don't want, aren't qualified for, or don't allow you to be you! Or your boss and co-workers will be disappointed to realize you're not who you said you were. When I repeatedly see resumes where candidates have been in jobs for short stints, I know they have not done the hard work I've listed above. Be You!
4. **Are Your Success Stories in Alignment with the Role?** What are you most proud of achieving in your life? What results have you achieved and want to continue to achieve? Before applying for a job, brainstorm a list of 10-50 achievements. They don't have to be BIG, just important for you. Then look at the roles you're applying to – do they line up? Will you continue the path of success or take a role that could lead to hardships and heartache?
5. **What is the Value You Bring?** When you know your value your worth, you will not be undersold or underpaid. What is the value you bring, and what is it worth to an employer? What type of problems do you solve? Where are your successes with people, processes, problems, and profits? When you know and can tell and sell your value, you are well-positioned to get hired for what's most valuable in you.
6. **What Do You Want from Your Employer?** I call this process defining your IDEAL career. What are the aspects of your role, the company you work for, the pay, hours, role, and responsibilities that are negotiable and non-

negotiable? Knowing what you want allows you to ask relevant questions to ensure this is a good match for you and the employer.

7. **Have You Practiced Your Answers?** – Many clients and students worry about knowing the questions before the interview. I change their focus to their answers. The more you repeat and practice your answers, the more believable the answers are to you and those interviewing you. You can see how your body reacts to your answer by videotaping and interviewing yourself.
8. **Is Your Body in Alignment with Your Words?** – This question is behind questions #1 & #2 because your body language speaks louder than your words. When your words, tone of voice, and body language **align**, your answers align with the truth! Only 7% of your communication comes from the words you speak. 35% is from the tone in your voice, and 58% from your body language, including facial expressions and posture.
9. **Have You Reviewed and Know EVERYTHING on Your Resume?** Sometimes, interviews feel more like interrogations, with you needing to defend every word, bullet point, and rationale for every job change. You increase your confidence and trust when you know your resume with every result and story. I've had candidates take the resume I'm reading out of my hands and read it because they had NO idea what was on their resume. That's not the best first impression.
10. **Have You Prayed?** This question should have been #1, but I wanted you to read the first nine first! Ask for discernment, confidence, strength, wisdom, peace, and whatever you need to show up as your best. My desire to help God's children be all He created them to be started with my realization when interviewing for positions after I left my executive position. Praying over a role, I had a clear vision that this job would be a prison for me. Doing what I was excellent at yet hated to do. I had to decide on how to proceed. What did I want out of my career? Freedom was the word that came to me. Freedom to be me. Freedom to use my God-given gifts, talents, strengths, and passions to fulfill my purpose. And that is what brought me to Career Coaching!

Do you need more?

Interviewing is an essential communication skill. When you know how to interview, you'll also learn how to negotiate, effect change, delegate, listen, solve problems, and be more effective in your relationships.

This checklist was developed to help you be your best and expect the best when you interview.

If you need more assistance, guidance, or coaching,

Interview Coaching – One-to-one personalized coaching to your career goals. During these sessions, we will focus on your career stories, the results you've achieved, and developing a compelling Personal Value Statement. These are the essentials to ace the interview. You will find this offering on my [Interview Coaching](#) page.

Career Coaching – Coaching is designed explicitly for whatever stage you are in your career, such as a [Career Starter - Career Changer - Career Challenger - or Career Climber](#), focusing on career freedom and doing work you're uniquely designed to do. [Coaching Programs Information](#).

I welcome the privilege, honor, and opportunity to work together to ensure your career supports you and is a source of fulfillment, purpose, and joy. Explore the power of career coaching to propel you to the next level of success and satisfaction in your IDEAL career. Your IDEAL career is waiting for you!

Your Career Marketing Coach,

Diane Belz

About Diane



Diane is known for bringing out the best in her clients. Her approach of direct feedback wrapped in encouragement and love inspires her clients to achieve higher levels of success and satisfaction by guiding them to discover their strengths, passions, and purpose. And hopefully, keep them out of **Career Prison - forever!**

After leaving her Corporate Executive position, she was on a crusade to coach unemployed professionals back to work. This crusade led to her developing strategies and programs to effectively and authentically celebrate the value her clients and students bring to the workplace.

Career Coaching - Diane has helped hundreds of clients reach their career goals as a coach. Whether that goal was a career transition, a promotion, an increase in pay, or a more satisfying career – she was there to offer just in time, spot-on, direct, and actionable coaching. From her experience as a recruiter, podcaster, and coach, Diane has conducted over 15,000 interviews and loves to ask questions! She has also had the opportunity to view and make decisions from over a million resumes!

Business Teacher - As a Business "Soft Skills" Teacher with over 10,000 hours of instruction, she has provided business leaders and their employees with the tools, tips, and techniques to develop skills to improve results. Diane is known for using stories, giving the WHY, and her sense of humor to make training enjoyable and easy to digest.

Leadership Coach and Trainer - Diane shares her stories and experience as a former executive to teach managers how to treat their most precious resources – their employees with love and compassion. From first-time supervisors up to the executive level, she speaks to them with authority from experience, using her stories of success and failure to inspire them to higher confidence levels.