

Interview Preparation Checklist

Plan for the kind of interview you will have

- Phone
- Video (Zoom, Skype, or other style)
- On-demand video interviewing (you record answers without meeting any recruiter)
- In person with 1 – 3 interviewers
- In person with a large panel of interviewers or a sequence of meetings
- In person in a group with many other candidates

Travel to the location the day before your interview OR practice with the software if your interview is online

- How long does it take to get there or get set up?
- Have a plan in case there is an emergency
- Have interviewer's phone number in your notes or entered in your contacts list

Gather your materials

- Use a fresh file folder or slim notebook, including
 - Contact information (numbers, address, names, maps)
 - Copies of your proposal (resume) for each interviewer
 - Include 10 (or more) business cards
 - Job ad
 - Cover letter
 - Your values and mission statement
 - Questions (10+) you would like to ask the interviewer
- Have a pen easily retrieved
 - Avoid searching in the bottom of your bag or pocket
 - Best choice – a pen with no advertising on it, in good condition, tested for ink
- Lay out your wardrobe, checking the fit, the cleanliness, the impression
 - Clothing
 - Shoes
 - Accessories (tie, earrings, etc.)
 - Hair
- Eliminate all things you do not need to have with you

Review the company and the company's needs

- Read your comparison of what the company wants and your history
- Company website, culture, company mission statement
 - Know about their products and services – have you used them?
- Accomplishments you had when performing a similar job in the past

Practice

- Practice at least 3 times a day with the technology your interview will use if you are not going to a location for a live interview – be comfortable with the process!
- Aloud, answer every interview question at least 3 times

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- “Tell me about yourself”
- “Why do you want to work here?”
- Answer questions in 1-minute STAR stories
 - Have a STAR story for each skill, ability, or knowledge area they seek
 - What theme do you want them to hear?
- Handshake (or eye contact and head nod if practicing personal distancing)
- Arriving and departing – how will you meet and leave the site?
 - Practice your ending question, “What are the next steps?”
 - Ask if you may contact them in a week for a status report

Follow-up

- Write your impression of the interview
 - What questions did you answer well?
 - What questions were tough for you?
 - What would you do differently/do next time?
- Mail a paper thank you note the day after the interview
 - Personalize the card for each interviewer
- Note follow-up dates in your Job Log

Remember...

- You may ask interviewers to repeat a question.
- You may ask (occasionally) if you can come back to that question later in the interview
- In the interview, avoid asking about the pay until you know the company is interested in hiring you
 - You can inquire about the range before you spend their time on a interview
- Avoid stating what wage or salary you desire until the discussion has advanced to the interviewer expressing desire to have you on the team
 - Avoid talking about your rent and other expenses
- Your body language, tone of voice, energy, appearance, and PREPARATION makes the winning combination!