

# Interviewing Checklist

## Before the Interview

- Review the job description and be familiar with your matching qualifications.
- Be prepared to answer the question, “Tell me about yourself.”
- Do some research, then think of a few questions to ask the interviewer about the job, company, or industry.
- Contact your references to let them know you are interviewing and share the position information.
- If not told at the time of scheduling, be sure to ask the format of the interview and the names of those individuals with whom you will be interviewing.
- Research the corporate culture of the company and determine what interview attire will be appropriate. If you are buying new shoes or clothes, break them in before the interview to ensure everything fits you properly and is comfortable.

## Items to bring to the Interview

- Several copies of your resume on quality paper.
- A copy of your references.
- A pad of paper and a pen to take notes or write down important follow up information.
- Directions to the interview site.

## During the Interview

- Arrive at least 10 minutes early and double-check your overall appearance in a mirror to make sure you look professional and present yourself and such.
- Turn off your cell phone and/or pager, or turn it to etiquette mode if you are relying on it to hear from the interviewer.
- Do not eat or chew gum.
- From the time you enter the interview site, be friendly and polite to everyone you come in contact with. Check in with your first point of contact right away to let them know you have arrived.
- When approached by the interviewer, stand, make eye contact, and smile while offering your hand in a firm handshake.
- Relax, take a deep breath, and answer the interview questions honestly and to the best of your ability. Sell yourself!
- Listen carefully and ask for clarification on questions when needed.
- Before the interview is over, take the initiative to ask the questions you prepared based on your company and industry research, as well as any other questions about the job that may have occurred to you during the interview.
- When the interview has concluded, shake each interviewer’s hand and thank them for the opportunity to interview. If you are still interested in the job, let them know. Ask for a business card so you can follow up with a thank you.

## After the Interview

- As soon as possible, take a moment to evaluate yourself and how you did. Write down any areas that you could have improved on and answers that could have included more information or extra clarification.
- Immediately write a follow up thank you letter and reiterate your interest in the job and their organization. This letter is also an opportunity for you to add any of the further or clarifying information from your post-interview notes that you wish to tell the interviewer(s).
- Remember that even if you don’t get the job, each interview is a good learning experience!