

Interview Preparation Checklist

Before the Interview

- ___ Research the organization and the industry.
- ___ Print out or write down directions and the name and phone number of your contact.
- ___ Take a trial run to the organization so you know how to get there and where to park.
- ___ Know how to pronounce the name of each interviewer.
- ___ Practice your handshake.
- ___ List the requirements the employer is seeking, and match them with your experience and skills.
- ___ Review common interview and behavioral questions. Prepare sample answers using the STAR method. You can find this information in *You got the Interview! Now What?*
- ___ Complete a mock interview with the ELCDC.
- ___ Prepare your 30-second commercial (sales pitch of why they should hire you).
- ___ Prepare a list of 5-7 questions to ask the interviewers. Type your questions, leaving space for you to write notes about their responses.
- ___ Be *prepared* to talk salary, but don't bring it up! One resource is the NACE Salary Calculator, available on our website.
- ___ Get permission from your references to use their names. Let them know that you are going for an interview and that they may get a call. Send them a new copy of your resume and information about the position you are interviewing for.
- ___ Get a good night's sleep the night before.

The Day of the Interview

- ___ Check your clothing, teeth, hair in the mirror before you leave.
- ___ Make sure you have everything you need:
 - Extra copies of your resume (on resume paper) and your reference sheet.
 - Your questions to ask and information about the organization
 - A padfolio and a pen.
 - Directions and interviewer contact information (in case you are in traffic or get lost).
 - Change/cash in case of meter/parking garage.
 - If wearing a skirt or dress, extra pantyhose in case of a run.
 - A comb.
 - An umbrella if there's a chance of rain.
- ___ Give yourself plenty of time to get there and arrive 5-10 minutes early.
- ___ Empty pockets of change and bulky wallets.

When You Arrive at the Company – The Interview Is Already Underway

- ___ Use the restroom – at least to do one last hair, teeth, and clothing check.
- ___ Do you need a breath mint? Pop one in. Stay away from gum.
- ___ Turn cell phone off, or better yet, leave it in the car.
- ___ Check in with receptionist – Smile! Be friendly, professional and courteous to everyone you meet.
- ___ Take off your coat.
- ___ Read the organization's information or your prepared answers as you wait.
- ___ Observe the environment/culture of the organization.
- ___ Take any literature that is available.
- ___ If you are nervous, try this technique: Quietly take a deep breath, hold it for about five seconds, and quietly and slowly exhale. Repeat 3 times. Try silently telling yourself, "I am the best candidate for this position."