INTERVIEW PREP CHECKLIST

FIVE DAYS BEFORE

Research the Job:

- What skills and experiences are they looking for?
- Connect your skills and experiences to that job

Research the Company/industry:

- What are the company/organization’s key products and services?
- How is this company/organization different from others in the industry?
- What is the work environment like?

Prepare Portfolio:

- Complete cheat sheet
- 3 copies of resume in portfolio
- 2 pens
- Business cards

TWO DAYS BEFORE:

Select interview clothing:

- Ascertain appropriate clothing and dress one step up
- Suit or khakis and blazer with tie for men
- Suit, dress of skirt for women
- Make sure it fits and is clean

Interview location:

- Get directions
- Travel to the location before the day of the interview

DAY OF

- Good night sleep
- Health meal
- Ensure personal grooming
- Arrive at the location 15 minutes ahead of time but do not arrive at the interviewer’s office until 5 minutes before the interview is scheduled to begin (unless specifically requested)
✓ Use the restroom to freshen up
✓ Turn cell phone OFF

DURING THE INTERVIEW

✓ Firm handshake; appropriate eye contact
✓ Show enthusiasm; vary the inflection in your voice to hold attention
✓ Don’t be afraid of a silence; take time to formulate your answers
✓ Speak professionally; not too casual or cocky

AFTER THE INTERVIEW

✓ Send a thank you note
✓ Plan to follow up in one week