My Interview Checklist

- ❑ **Research the job opening**
  Request a job description from the company if not posted online
  Talk with inside contacts (use LinkedIn to identify)

- ❑ **Research the company**
  Review the company web site thoroughly
  Review company's purpose, products, annual reports and newsletters
  Read company reviews and information on sites like LinkedIn, Indeed and Glassdoor

- ❑ **Research yourself**
  List the traits and skills needed for the job
  Consider your own experiences, skills, strengths and abilities
  Identify relevant activities and work experiences

- ❑ **Formulate answers to possible questions**
  Develop possible questions based on job description
  Do a tailored practice interview at Career Services
  Review the STAR method:
  Cite a **S**ituation and **T**ask in relation to the **A**ction you took and the **R**esults

- ❑ **Prepare your own list of questions for the employer**

- ❑ **Things to remember to take to the interview**
  An extra copy of your resume/cover letter/references
  A portfolio of examples of your work (if appropriate)
  Questions to ask during the interview
  A pad of paper for taking notes

- ❑ **Remember to dress appropriately**
  Clothes should reflect the type of work for which you are applying
  For a professional position, wear a suit

- ❑ **Remember to relax before the interview**
  Focus on positive skills and strengths
  The purpose of the interview is an exchange of information, not an inquisition

- ❑ **Plan to arrive 10 - 15 minutes early**

- ❑ **Obtain a business card from your interviewer**
  Send a thank you note immediately after the interview
  Add the contact information to your network, including on LinkedIn

Career Services

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