



# My Interview Checklist

- Research the job opening**
  - Request a job description from the company
  - Talk with inside contacts
  
- Research the company**
  - Review the company's purpose and products
  - Review annual reports and newsletters
  - Request information from the company's Public Relations Department
  - Visit the web site
  
- 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
  - Pick up practice questions from 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
  - A typed list of references
  - A portfolio of examples of your work
  - Letters of recommendation
  - 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

