



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

