



## CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

# Interview Checklist

Ready to put those 21<sup>st</sup> century career-readiness skills of communication, critical thinking, and professionalism to use while you work to construct a well-managed professional life? The interview is a critical component of the search process.

### RESEARCH THE JOB OPENING

Review the job description thoroughly, identifying the underlying skills you'll need to do the job.  
Talk with inside contacts (use LinkedIn and PirateConnect to identify) to get more insight into the position and organization.

### RESEARCH THE ORGANIZATION

Review the organization website thoroughly, including its purpose, products/services, annual reports, and newsletters.  
Read reviews and information about the organization on third-party sites like LinkedIn, Indeed, and Glassdoor.

### RESEARCH YOURSELF

Consider your own experiences, skills, and strengths as they relate to responsibilities spelled out in the position description.  
Identify relevant activities and work experiences that illustrate those skills.

### FORMULATE ANSWERS TO POSSIBLE QUESTIONS

Develop possible questions based on job description.  
Do a tailored practice interview with the Center for Career & Professional Development.  
Review the STAR method: Cite a Situation and Task in relation to the Action you took and the Results you achieved.

### 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 with 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

Use professional etiquette. Send a thank-you note immediately after the interview.  
Add the contact information to your network, including on LinkedIn.