INTERVIEW CHECKLIST

RESEARCH

* Analyze the job description and identify key skills and experiences the employer will likely evaluate.
* Research the company by reviewing websites, LinkedIn, other social media sites, and Google News.
* Review the LinkedIn profiles of the company representative(s) conducting your interview.
  + Don’t know who you’re meeting? Ask your recruiting contact!
* Review interview details, such as the type and format (behavioral, technical, video, phone, panel, etc.).
  + Don’t know your interview details? Ask your recruiting contact!

PREPARE

* Develop a professional value proposition (professional introduction or elevator pitch) to introduce your transferable skills and relevant projects/experiences at the start of the interview.
* Review your resume and GitHub account; ensure that you’re comfortable discussing all content included.
  + Review and define the job requirements and document times when you’ve used relevant skills.
* Create STAR stories that align with the soft and technical skills outlined in the job description.
* Review your projects (academic, independent, and/or professional) so you’re comfortable discussing the skills utilized, project details, problem-solving processes, and final outcomes.
* Document 3—5 questions you’d like to ask the employer; select questions that can’t be easily answered by visiting the company website or reviewing their profile on LinkedIn.

PRACTICE

* Record and review your responses using Zoom or another video conferencing platform.
* Schedule a behavioral mock interview with your career coach to practice answering common behavioral interview questions.

TIPS

* If participating in a phone or video interview, ensure you have a quiet place free of distractions and a strong internet connection or phone signal.
* If participating in an in-person interview, ensure you have the address and parking information (if applicable). Plan to arrive early to the interview, but do not check in more than 10 minutes before the scheduled time.
* Interview dress codes are generally business professional attire, though companies with a more casual business culture may recommend business casual dress. If unsure, ask your recruiting contact.
* Communicate enthusiasm and interest in your tone. Employers appreciate candidates who demonstrate genuine interest in an opportunity; this effort can increase your competitive advantage over other candidates.
* If you don’t understand a question or require clarification, ask your interviewer.
* If you make a mistake or would like to begin your response to a question again, communicate this to your interviewer.
* Don’t speak negatively about a previous employer or experience. Indicate what about the experience was not a good fit and why you’re excited about this opportunity.
* Send a thank you note via email to your interviewers within 24 hours of the interview. If you don’t have everyone’s contact information, ask your recruiting contact for the email addresses.