

College Interview Etiquette Checklist

Video + in-person checklist with proof points and scripts.

Day-before checklist

- ☐ Confirm date/time + time zone.
- ☐ Confirm format + link/location.
- ☐ Prep 3 proof points (actions + outcomes).
- ☐ Prep 2 questions (specific; not Googleable).
- ☐ Pick outfit + set up your space (no last-minute scramble).
- ☐ Get sleep (late-night cramming makes you worse).

Proof points (write 3):

Proof point #1

Proof point #2

Proof point #3

Two questions to ask

Video interview etiquette

- ☐ Test camera + microphone.
- ☐ Stable internet (ethernet if possible).
- ☐ Good lighting (face lit from front; avoid window behind you).
- ☐ Neutral background; notifications off; tabs closed.
- ☐ Camera at eye level; look at the camera on key points.

In-person interview etiquette

- ☐ Arrive 10–15 minutes early.
- ☐ Phone silent + out of sight.
- ☐ Notebook optional; posture open; pace calm.

Simple opening + closing scripts

Opening (natural):

Hi [Name] – thank you for taking the time to speak with me. I’m excited to learn more about [School], and I’m looking forward to sharing what I’m interested in and what I’ve been working on.

Closing:

Thank you – this was really helpful. I especially appreciated hearing about [specific detail]. Before we wrap up, is there anything you'd recommend I explore to learn more about [program/community]?

Follow-up rule: send a short thank-you within 24 hours.