



INTERVIEW CHECKLIST FOR SUCCESS

Before the interview

- ☐ Review sample interview questions.
- ☐ Know your strengths.
- ☐ Research the organization.
- ☐ Clarify the details of the interview – date, location, schedule, attire.
- ☐ Arrive 10 minutes early.
- ☐ Prepare questions to ask employers.
- ☐ Bring several copies of your resume and a list of references, if you are graduating this year.
- ☐ Bring your portfolio or work samples, if appropriate for your field.
- ☐ Bring an unofficial copy of your transcript.

During the interview

- ☐ Be a good listener. Let the interviewer guide you.
- ☐ Watch your body language – smile, practice a firm handshake, maintain good eye contact, sit and stand in an attentive manner, stay focused on the conversation at hand.
- ☐ Ask for clarification if you are unsure of the question.
- ☐ Be honest if you are asked a question you are unable to answer. Offer a thoughtful way in which you would find the answer.
- ☐ Be positive about yourself and your experiences.
- ☐ Display energy and enthusiasm for your field, the organization, and the industry.
- ☐ Adjust your answers as the situation demands. Use more technical terminology while speaking with someone in your field.
- ☐ Be prepared to give specific examples to back up statements you make about yourself. Draw from academic, professional, and personal experiences.
- ☐ Look for opportunities to highlight your strengths and match them to their needs.
- ☐ Ask good questions.
- ☐ Thank the interviewer for their time and ask about next steps in the process.
- ☐ Conclude with a sincere statement of interest in the position.

After the interview

- ☐ Evaluate your performance.
- ☐ Follow up with a thank you note within 24 hours.