**INTERVIEW CHECKLIST**

**Before the interview**

* Know your strengths.
* Research the organization and location.
* Review the position description, if available.
* See yourself in the position.
* Review sample interview questions and prepare answers.
* Get comfortable talking about yourself. These are facts you can back up.
* Prepare a few questions to ask employers.
* Clarify the details of the interview – date, location, schedule, attire.
* Assemble your attire; conservative is always safe.
* Choose a portfolio, folder or notebook to carry. Pack your resume, unofficial transcript, sample of your work (if appropriate for your field), and list of 3 references (graduating students only).
* Arrive 10 minutes early.

**During the interview**

* Greet the interviewer with a smile, firm handshake, and good eye contact.
* Follow the cues of the interviewer; wait for an invitation to be seated.
* Sit attentively with good posture.
* Listen carefully; let the interviewer guide you.
* Pause if needed before answering questions.
* Ask for clarification or restatement of questions at any time.
* Frame your answers to highlight strengths and interests that match the opportunity.
* Be positive about yourself and your experiences.
* Be honest if you are unable to answer a question.  Instead, offer a thoughtful way you would find the answer.
* Display enthusiasm for the opportunity.
* Be prepared to give specific examples to back up statements you make about yourself.  Draw from academic, professional, and personal experiences.
* Show you embrace the organization's culture.
* 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.
* Send or email a thank you note within 24 hours, if you are interested in further consideration.