Interview Checklist

Prep

- [ ] Study your own resume (make sure you know the outcomes of your experience)
- [ ] Research the organization
    - [ ] The products/services they offer
    - [ ] How they make money
    - [ ] Big accomplishments
- [ ] Call to find out how people typically dress
- [ ] Pack a notebook and pen
- [ ] Write 2 to 3 key accomplishments on the corner of a blank page in your notebook
- [ ] Practice interviewing with a friend
- [ ] Leave 20 minutes early to allow for traffic and accidents

During the Interview

☐ Wait until 5 minutes before to go into the building

☐ Turn off cellphone

☐ Smile

☐ Sit up straight

☐ Make eye contact

☐ Give a firm handshake

Note: These recommendations are based on my experiences in North America. Cultural norms around things like eye contact and handshakes can vary around the globe, so please adapt these based on where you're based and where you're interviewing.