

Interview Prep Checklist

- **Do I have my materials and the necessary logistical information?**
 - Phone Interview:
 - Print a copy of your resume and the job description to have in front of you (or pull them up on your computer)
 - Have a cup of water nearby and a notepad/pen.
 - Make sure you know who will call who and take your phone off silent mode.
 - Find a quiet place where you can talk (no background noise such as TVs, roommates, traffic, etc.). I recommend somewhere you can sit up such as at a table or desk. You can reserve a quiet space in the Career & Co-op Office by calling 978-934-2355.
 - In-Person Interview:
 - Put 2-3 printed copies of your resume inside your padfolio.
 - Print out driving directions and have your contact's phone number handy in case you get lost.
- **What will I wear?**
 - Phone Interview:
 - You don't have to wear a full suit for a phone interview, but I recommend wearing regular clothes (i.e. no pajamas or gym clothes). This will help you feel (and sound) more professional. Skype or Google Hangout? It's best to err on the side of caution and where your full interview suit.
 - In-Person Interview:
 - It is always better to overdress than to underdress. I recommend wearing professional attire (i.e. a suit) unless you are told otherwise by your interviewers. This shows that you respect the process and are taking the position seriously.
- **How did I hear about this position? Do I know anyone who works/or worked there?**
 - Remember how you applied for this job – was it on CareerLINK, through LinkedIn, or maybe you gave them your resume at the Career Fair?
 - Did a family friend refer you or perhaps you spoke to a student at the Co-op Expo? Try to remember their name and job title so you can reference that.
- **Have I matched my skills to the job description?**
 - Read the job description closely and circle any skills/qualities they emphasize (i.e. Java, Linux, strong communication skills, teamwork, etc.). These are your clues, so do your best to come up with stories about each one.
 - Review your resume and make sure you can explain each project, job, skill, etc.
 - Refer to your Bridging Exercise for sample stories and PARK statements.
- **Have I researched the company/my interviewers?**
 - Look over the company website so you are familiar with their products/services.
 - See if they have a LinkedIn page, Facebook page, or Twitter account.
 - Look up your interviewers on LinkedIn (if you know their names) to learn more about them and their role at the company.
 - Do a quick Google search of the company – have they been in the news recently?

- **Have I practiced answers to common interview questions?**
 - Tell me about yourself. (share what you want to learn while on co-op)
 - Why are you interested in this company? Be specific!
 - Why are you interested in this particular job?
 - Why did you choose _____ as your major?
 - What are some of your strengths? Why should we hire you?
 - Tell me about a time when you worked on a team.
 - What is your typical problem-solving approach? Share an example!
 - What do you like to do in your free time?

- **Am I prepared to answer technical questions?**
 - Look on the job description to see which languages/tools the company uses and be prepared to talk about your experience with them.
 - Ask questions if you feel you are missing key information and/or ask if you can solve the problem using a different language.
 - Doodle on a nearby whiteboard or in your padfolio if that helps you.
 - TALK OUT LOUD – more than hearing the right answer, they want to hear your thought process! This helps them understand your skill level, your problem solving abilities, and whether or not you are teachable.
 - When in doubt, admit that you don't know and share what you would do if you were on the job and ran into this problem (i.e. ask for help, Google the answer, consult a manual, etc.)
 - Check out leetcode.com for additional practice.

- **Do I have 3-5 questions prepared to ask at the end of the interview?**
 - What do you like most about working here?
 - What is the corporate culture like?
 - What skills should the ideal candidate possess for this job?
 - How do you train your co-ops?
 - What can you tell me about your new products or plans for growth?
 - Who are some of your competitors?

- **Do I know what I need to do after the interview?**
 - Send a thank you email within 24 hours to EACH person you spoke with. To help you, don't forget to ask for their business cards.
 - The email should be relatively short – emphasize your interest in the position, thank them for their time, and comment on something from the interview.