

INTERVIEW checklist

Compliments of:



Powerhouse



Preparing

- Research the organization's website and social media
 - Values/beliefs/vision
 - Mission statement
 - Earnings/reports
 - Blog posts/articles
 - Recent history, newsworthy events, or upcoming events
- Groom your social media
 - Remove questionable content
 - Change security settings as necessary
- Know your resume
 - Be prepared to answer questions and talk about your accomplishments
 - Know which successes to strategically highlight
- Create and rehearse your story
 - Be able to introduce yourself and your passions succinctly and interestingly
- Be able to talk authentically about your strengths and weaknesses
- Prepare one or two questions to ask at the end of the interview
- Practice your answers to a few of the most commonly asked interview questions
 - Tell me a little about yourself.
 - Why do you want to work here?
 - Why did you leave your last job?
 - Tell me about your strengths.
 - Tell me about your weaknesses.
 - What questions do you have for me?
 - Why should I hire you?
 - What are your goals?
- Set out your interview attire (including shoes and accessories) ahead of time
 - Make sure attire is appropriate to the interview setting and organization
 - Attend to care and cleaning tasks early (dry cleaning, hemming/tailoring, shoe shining, etc.)
 - In a professional bag or folder, include a pen, notepad, and copies of your resume
- Plan logistics for the day of the interview as necessary (transportation, traveling time, child care, etc.)



The Day of the Interview

- Begin your day early and with plenty of time so you aren't flustered
- Leave for the interview with ample time
 - If driving, check traffic and possible street closings on your route
- Be on time for the interview
 - If you are not able to arrive on time, contact the interviewer immediately and reschedule if necessary and possible

During the Interview

- Turn off your cell phone and any other electronics you may have with you
- Don't bring food, drinks, or other "extra" items to the interview
- Shake hands firmly and smile upon meeting your interviewer
- Take some time after a question to think through your answer
- Pay attention to the interviewer's questions and show interest
- Ask clarifying questions if you need them
- Maintain eye contact with the interviewer
- Be enthusiastic
- Use confident body language
 - Breathe calmly
 - Sit up straight
 - Avoid fidgeting
- Avoid rambling answers. Be as concise as possible
- Provide illustrative examples where they can help to get your point across
- Answer questions honestly
- Act and speak professionally throughout the entire interview process
 - Avoid using slang, curse words, or filler words (um, uh, etc.)
 - Avoid telling anecdotes that cast you in a poor light
 - Avoid speaking badly about a past job, prior experiences, and former colleagues and supervisors



After the Interview

- Follow up with a thank you note to your interviewer within 24 hours
- Take care of any necessary tasks that were outlined during the interview
 - o Submit outstanding documents
 - o Complete follow-up activities
 - o Provide additional references
- Adhere to the interview timeline and be attentive to any follow-up emails or phone calls from your prospective employer