

## INTERVIEW PREPAREDNESS

### *Interview checklist*



*Career Services*

✓	Task	Resources
	<b>Do your research</b>	Research the organization. Be sure you understand the job description and how you fit their needs.
	<b>Practice common interview questions</b>	Use the frequently asked questions (FAQ) sheet as a guide. Be sure to use the S.T.A.R. approach (Situation, Task, Action, Result) when answering questions. Ask a family member, friend, coworker, or professor to conduct a mock interview.
	<b>Form questions of your own</b>	It is extremely important to ask questions at the end of your interview. This is a chance to see if the organization will be a good fit for you as well. By conducting proper research you should be able to formulate a couple of questions about the organization and the position. (Do not ask about the salary)
	<b>“Professionalize” yourself</b>	If you have not already done so, privatize your social media pages. Make sure your profile pictures and all accessible content are of a professional nature. As an extra precaution search yourself with Google or Yahoo to see if there is anything unprofessional lurking out on the internet.
	<b>Polish and print your resume</b>	Review your resume one final time and revise as necessary. Make sure to add any last minute details. Be sure to print out 3-5 copies of your resume on quality resume paper for your interview.
	<b>Check your interview clothes</b>	Your interview clothes should be conservative. They should be clean, free of any holes or stains, pressed, and lint free. Hair should be clean and conventionally styled. Removing multiple piercings and ensuring that tattoos are covered is a good idea.
	<b>Get familiar with the area</b>	Determine how long it will take you to get to your interview destination (preferably during the same time of day you will be making your commute). It is extremely important to arrive at least 15 minutes early, so be sure to allow plenty of travel time.
	<b>Lay out everything you need to take for the interview the night before</b>	Be sure to include your list of questions, copies of your resumes, references, transcripts, mints, a small notebook, and a pen.