

# INTERVIEW CHECKLIST

Use this checklist to plan your steps before, during and after the interview.

## Before the interview

+ Review the job description and familiarize yourself with the requirements	
+ Research the employer — e.g. vision/mission, services/products, organizational structure/culture, history/recent news	
+ Review your experience and competencies in relation to the job description (See <a href="#">HOW TO DECONSTRUCT A JOB POSTING</a> )	
+ Consider possible interview questions and answers based on the job description/posting/research about the employer (see the <a href="#">HOW TO RESPOND TO INTERVIEW QUESTIONS</a> and <a href="#">SAMPLE INTERVIEW QUESTIONS</a> resources)	
+ Confirm where and when the interview is taking place and make a plan for getting there on time	
+ If possible, find out if you'll be interviewed by one person or a panel and learn their names	
+ Find out if there's a written test or skill demonstration involved as part of the interview	
+ Decide what you're going to wear	
+ Bring a copy of your résumé, portfolio or any other documents you'll need to bring	
+ Bring instructions about how to get to your interview and contact information in case you're delayed and need to contact your interviewer	
+ Plan to arrive 5 to 10 minutes early	
+ Turn off your cell phone before entering the building	

## During the interview

+ Your interview begins as soon as you walk into reception — be friendly and professional with the reception staff and stay composed in the waiting room	
+ Smile, make eye contact and shake hands firmly when you arrive and meet the interviewer(s) (take your cue from the interviewer — if he or she offers a hand, you should shake it)	
+ Pay close attention to the names of the people you meet and acknowledge each interviewer	
+ Listen carefully to the interview questions — it's okay to ask for clarification	
+ Make eye contact with each interviewer as you answer the questions	
+ Glance at the other members of the panel to include them in the discussion during your response	
+ Watch the interviewers' body language to see how they are reacting and make adjustments as needed	
+ Use a confident, friendly tone, maintain good posture and try not to fidget	
+ Stay focused and on topic when you answer the questions	
+ Be honest if you don't know the answer to a question (it's okay to ask the interviewer to repeat or clarify a question, or to come back to a question later if you are temporarily drawing a blank)	
+ Use the STAR method as you answer questions: Describe the Situation that relates to the question, outline the Tasks that were involved, describe the Actions that you took, and explain the Results of the experience	
+ As the interview is ending, find out when a decision will be made and when it would be appropriate to follow up	
+ Thank the interviewers for their time and express interest in the position (you may wish to shake hands again at this point)	

## After the interview

+ Make notes about what you learned during the interview (Were you prepared? Were you happy with your answers?)	
+ Send a thank you email to the interviews	
+ If you don't hear back from the interviewers after they told you they'd be in touch, follow up (give them a few days)	