Your Checklist for Effective Interviewing Preparation

Before the Interview:

Prepare:

Study the details of the internship/job description you are interviewing for. What are the responsibilities of the job? What details can you learn about the organization?

Prepare for potential interview questions by thinking through the strengths, skills, and experiences you believe would provide value. Click here and here for more help preparing thoughtful responses to interview questions.

Familiarize yourself with the Interview Format and Interview Day Logistics

Confirm the Interview format. It is acceptable to email the hiring manager to ask about the interview details.

- Will the interview be phone, virtual, or in-person?
- What Videotelephony software do they use for interviews?
- Who is interviewing you? Is it more than one-person?
- How long is the interview? Is there a schedule you can get for the day?

Decide what to wear

- Try to get a sense of how the industry dresses for work, then dress one level above that.

Determine what to bring with you

- Bring a padfolio, notebook or folder to take notes and hold resume copies
- Have a list of questions you prepared for the employer

Planning for a virtual interview

- Establish a distraction free interview space
- Test your technology the day before and the day of. Is the software up to date?
- Dress like you would for an in-person interview
- Have a plan if something goes wrong with the video software
- Be aware of background, lighting, and camera angle

Planning for an In-Person Interview

- Have a travel plan. Know where to park and if you need to pay to park. Make sure your phone is charged in the event you need to communicate a delay or emergency
- Arrive about 15 minutes early
- Bring your resume to hand out to the employer

During the Interview:

- Treat every person you meet with respect and as a potential interviewer
- Give balanced attention to everyone in a virtual or in-person interview
- Emphasize your interest in the position and the strengths you bring
- Ask questions that you have for the employer
- Ask about the employer’s hiring timeline and the next steps in the process

After the Interview:

- Within 24 hours of the interview, send a thank you email to every person who interviewed you
- Keep applying to opportunities until you have an offer for a job
- If you have not heard back in 14 days, follow-up conveying your continued interest