☑ 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.

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, 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