



Job Interview Checklist

PREPARING FOR THE INTERVIEW

- Compare job posting requirements to your accomplishments
- Research the company. Learn names of interviewers
- Rehearse and record 1 - 3-minute responses, using accomplishments whenever possible. Watch and critique your vocal qualities, body language, as well as the content of your responses. Adjust and repeat until you feel comfortable and confident.
- Plan Interview day logistics. Select appropriate attire and consider directions to meeting (whether virtual or in person). Arrive 10 minutes early.
- Prepare your references page and extra copies of your resume

DURING THE INTERVIEW

- First impressions matter. Connect with the interviewers by bringing your authentic self. Think of the interview as a conversation. Show up calm and confident.
- Listen carefully and ask for clarity when needed before responding
- As you respond focus on your main accomplishments that will bring value to their organization
- Answering specific questions:
 - During the preliminaries of the interview, provide insight about who you are beyond a job seeker. How your passions and interests align with the role.
 - When asked about your strengths describe two or three skills and provide evidence referencing your accomplishments
 - When asked about your weaknesses, be specific and honest, avoiding primary functions of the role. Provide answers that speak to your growth and how you manage your weaknesses.
 - Behavioural or situational questions can be answered by sharing a story to with to give context of relevant accomplishments. Spend the most time on the results of the experience, and the least on the context or problem
 - At the end of the interview be prepared with two or three questions for the interviewers. Ask about next steps in the hiring process, and any questions that still linger from your interview preparation: company culture, current events impacting the industry, pressing issues in the role etc.



AFTER THE INTERVIEW

- Reflect on the interview experience: what went well and what you can adjust for future interviews?
- Follow up with a customized thank you note within 24 hours
- Reflect on the interview experience: what went well and what you can adjust for future interviews
- In your note you should:
 - Express your appreciation
 - Articulate your continued interest and enthusiasm
 - Recap your key strengths
 - Mention something memorable from your interview