

# JOB INTERVIEW PREPARATION CHECKLIST

## General Information

Company Name:

Position:

Date of Interview:

## Step 1: Gather Information

Company and Department

*Write accomplishments, values, culture, goals, products, or services*

Position

*Write key responsibilities*

Type of Interview and Questions

*E.g., One-on-one; behavioral*

Interviewer(s)

*Write name, title, and contact info*

Dress Code

*Is the clothing casual, business casual, or business formal?*



## Step 2: Identify Possible Interview Questions

- Ask company insiders you know what questions they answered
- Ask a friend or professional to review your resume and ask you questions about the content
- Open the **Employer Review Sites** handout; navigate to some sites to find interview questions
- Open the course **Interview Questions Exercise** to see questions and tips for answering them as well as questions you can ask

## Step 3: Prepare and Practice Saying Responses

See the course **Interview Questions Exercise** to complete step 3

## Step 4: Follow a Checklist the Day Before an **In-Person** Interview

- Lay out clothes
- Pack bag or briefcase
- Pack interview and personal items  
*E.g., Copies of resume, portfolio, and a notepad and pen*
- Identify how to get to interview and the time to leave home  
*Consider reviewing an online map or bus schedules or visiting the place in person. You'll address problems finding the place and parking and learn how long it takes to get there.*
- Practice saying responses to possible interview questions one last time
- Go to bed early

## Step 4: Follow a Checklist the Day Before a **Video** Interview

- Choose a spot for the interview
  - Ensure it's private, quiet, well-lit, near a window, and with a simple background
- Choose a device
  - Ensure the camera is stabilized and placed close to eye-level
- Test your audio, video, headphones, and internet connection with a friend
  - Confirm they hear you, see your head and shoulders and see a little space above your head, and don't see anything distracting in the background
- Practice saying responses to interview questions one last time
- Lay out your clothes
- Go to bed early



## Step 5: Follow a Checklist the Day of an **In-Person** Interview

- Follow your normal routine until leaving home
- Go to a library or coffee shop near the interview location about one hour before the interview
- Do something that may help you directly or indirectly in the interview  
*E.g., visualize the interview going well, catch up on the employer's latest publications or social media posts, listen to music, or watch funny videos*
- Move to a private space like a study room or restroom to do power poses or meditate
- Turn electronic devices to silent mode and place them out of sight
- Go to the office where the interview will take place, arriving 5-15 minutes early
- Other:

## Step 5: Follow a Checklist the Day of an **Video** Interview

- Silence your phone, put out of sight, and close unnecessary web browser tabs and applications about 20 minutes before the interview
- Place a pen, notepad, a printed copy of your CV, and water on your desk and remove clutter
- Do something to feel happy and relaxed. Your goal is to arrive in a good mood, so you can be friendly.  
*E.g., Listen to your favorite music, watch funny videos, do [power poses](#), visualize the interview going well, meditate*
- Use the restroom if necessary
- During the interview: sit up straight, nod, smile, and use natural hand gestures

