

THE INTERVIEW PREP SHEET

THE DAYS BEFORE:

1. **Write out your qualities:** On a sheet of paper, make a list of what the job posting tells you the employer is looking for. Then, list your defining qualities that fulfill those requirements.
2. **Do your research!:** Learn about the company, the industry, and the competition. Knowledge equals confidence.
3. **Have a 60-second personal statement prepared:** You must be able to concisely answer the question: "Can you tell me about yourself?"
4. **Organize your success stories:** You will be asked behavioral interview questions (i.e. "Give me an example of a time..." or "Tell me about a time when..."). Prepare at least five success stories to answer these confidently and concisely.
5. **Prep your own questions:** List up to 10 questions to ask the interviewer about the job, the company, and the industry.
6. **Know your salary requirements:** Look at your living expenses and calculate your bottom line.
7. **Location:** Know exactly where your interview will be held. Do not wait till the day of.
8. **References:** Make sure you have permission from your references to use their names.

BEFORE YOU GO TO THE INTERVIEW:

- **Appearance:** Do you look professional? Is your attire appropriate for the position you are interviewing for? Check yourself in the mirror; "If you look good, you'll feel good" is a cliché for a reason.
- **Check traffic:** Look online or check an app on your phone to get current traffic conditions.
- **Checklist of what to take:**
 - Several copies of your resume on quality paper
 - A copy of your references
 - A pad of paper on which to take notes

- Prepare answers to the 10 most common interview questions:
 1. Can you tell me a bit about yourself?
 2. What do you know about this company?
 3. Why do you want to work for this company?
 4. What is your long-term career goal?
 5. What are some of your biggest strengths and weaknesses?
 6. What has been your most significant achievement so far?
 7. Why did you leave/are you leaving your last/current position?
 8. How would your last supervisor describe you?
 9. Why should we hire you?
 10. What are your salary expectations?

UPON ARRIVAL:

- **Arrive early, but not too early:** Enter the building 10 minutes before your appointment.
- **Receptionist:** Announce yourself in a professional and friendly manner.
- **Final prep:** Review your prepared success stories and answers to questions.
- **Greeting the interviewer:** Stand and greet your interviewer with a firm handshake. Make eye contact and be sure to smile!

DURING THE INTERVIEW:

- **Be Natural:** While you are focusing on your prepared points, try not to sound too rehearsed.
- **Relax:** Enjoy the conversation. Don't forget you are there to learn what you can about the company too. Ask questions when appropriate and actively listen.
- **Close the interview:** Thank the interviewer and confidently determine next steps.
- **Thank you email:** Ask for the interviewer's business card so you can send a follow-up thank you email.

AFTER THE INTERVIEW:

- **Personal notes:** As soon as possible, jot down a few notes on what you are thinking and feeling.
- **Debrief:** Call your career counselor immediately to set a time to discuss how the interview went.
- **Thank you email:** Send a thank you email, reminding the interviewer of your qualities.