

# Interview Checklist

## Before the Interview

- Identify your strengths, weaknesses, goals, and skills to fit them with the position.
- Research the company: newspapers, business magazines, company websites
- Prepare to ask the interviewer questions about the job, company, department...
- Make sure you can answer the "most frequently asked questions" found in the CMC
- Consider a Mock interview with the CMC
- Check to see if the company is offering an Information Session the evening before and be sure to attend as this is part of the interviewing process.

## During the Interview

- Arrive 10-20 minutes early.
  - Greet the interviewer with a firm handshake and a smile.
  - Sit up straight, look alert and interested, speak clearly and forcefully.
  - Stay relaxed, make good eye contact, and avoid nervous mannerisms.
  - Be a good listener as well as a good speaker.
  - Give complete and descriptive answers, using the STAR method.
  - Be concrete, detailed, truthful and frank in your answers.
  - The goal is to sell yourself.
- S – Situation  
T – Task/Challenge  
A – Action  
R – Result

## Closing the Interview

- Ask the recruiter if they need anymore information.
- Have an understanding of the interview process.
- Make sure you are clear about when you can expect to hear from the employer.
- Ask for the interviewer's business card.
- Thank him or her for their time.

## After the Interview

- Take notes on what you feel you could improve on for your next interview. Look up and research answers to questions that you were unprepared for.
- Hand write or email a brief thank-you letter indicating your interest in the position within 24 hours of the interview.
- All employment offers deserve a written reply whether or not you accept them.
- If you receive and accept an offer from a company, it is unethical to keep interviewing for positions. The CMC asks that you withdraw your name from consideration with any other companies. You can always ask for an extension to your offer deadline so you can finish out the interview process before committing to a company.

## Helpful Websites

Company Information	Interview Information
<a href="http://www.hoovers.com">www.hoovers.com</a>	<a href="http://jobsearchtech.about.com/od/interviewquestion/">http://jobsearchtech.about.com/od/interviewquestion/</a>
<a href="http://www.vault.com">www.vault.com</a>	<a href="http://www.job-interview.net/">http://www.job-interview.net/</a>