



Job Interview Checklist

PREPARING FOR THE INTERVIEW

- Research the company. Learn the names of your interviewers. Learn about latest developments, awards, acquisitions as well as mission and values
- First impressions are important: clean fingernails, ironed shirt/pants, pay attention to details (for men: beard/ neck neatly trimmed, women: be conservative with necklines and skirt lengths)
- Rehearse and record 1-3 minute responses using accomplishment statements wherever possible. Pay attention to vocal qualities, your body language, any repetitive movements or word choice that may raise a red flag for an employer.
- Plan interview day logistics: route to the organization, leaving room for unexpected traffic, arrive 10 minutes early
- Bring a sheet with your references, as well as any required certifications.

DURING THE INTERVIEW

- Be authentic. Think of this as a conversation. Be calm and confident.
- Listen carefully and ask for clarity when needed.
- In responses, link your accomplishments, skills and values to their needs.
- Answering specific questions:
 - Preliminary section/Introductions: provide insight into who you are beyond a job seeker. How your passions and interests align with the role.
 - When asked about your strengths choose two or three skills and provide evidence of your accomplishments
 - When asked about weaknesses, be specific and honest but avoid primary functions of the role. Illustrate growth and how you manage the weakness.
 - Behavioural or situational questions can be answered by sharing a story in context of an accomplishment. Spend most of the time on the results rather than details of the story.
 - Prepare two or three questions for the interviewer. This is important as it shows your engagement in the process. They may be about the hiring process, current events impacting the industry, your role etc.

AFTER THE INTERVIEW

- Follow up with a customized thank you note within 24 hours
- In your note include: your appreciation for the time, your continued interest in the position, and something memorable from the interview.