

Interview Checklist & Tips

1

Preparation



Arrive 15-20
Minutes
Early

1. **Prepare** potential interview questions you will be asked and your responses. Also prepare questions you will ask the interviewer.
2. Research company **values** and the position.
3. Review your experiences and the applicable **lessons** you learned.

Bring extra
resume
copies

2

During



1. Use an **authentic** pace and respectful tone when speaking.
2. Prove how you are an excellent fit and **share** company values.
3. Demonstrate you are **interested** in the role through body language, questions, appropriate eye contact, and elaborate responses.



3

After

Dress
professionally

Use stories
to
illustrate
skills

1. Follow up with a **thank-you** email regarding the opportunity.
2. Record things you did well and could work on for **future interviews**.
3. Be grateful for the **experience** regardless of the outcome!