

Interview Prep Checklist

How to use:

Please make a copy of this document to use as a tool to prepare for your upcoming interview

GENERAL PREP

Complete**Check List Items**

- Understand the type of interview you can expect

- Familiarize yourself with the job description

- Brainstorm how your experiences and skills align with the job description (be prepared with specific examples)

- Practice your elevator pitch

- Review and practice answering common interview questions

- Review and practice answering interview questions specific to the role or industry

- Do some research on the employer (mission, vision, values, product or service, company in the news, work environment, etc.)

- Identify at least 3 thoughtful questions you plan to ask the interviewer

- Plan logistics - What are you going to wear, how are you going to get there if in person, charge devices if needed , etc.

- [Optional] Schedule a mock interview

MOCK INTERVIEW PREP

Complete**Check List Items**

- Ask someone you trust (College Success Coach, Early Career & Alumni Team, Career Center)

- Send mock interviewer job description, employer information, what specific you want help with

- Prepare for the mock interview like it's the real thing!

- Ask for feedback, reflect on strengths and challenges of the experience

- Create a plan for improvement
