Interview Prep Checklist

BEFORE THE INTERVIEW:

- [ ] **Understand the Job**
  - Study the job description. Highlight key duties and match them to your skills.
- [ ] **Research the Company**
  - Learn what the company does, who it serves, and what its values are.
  - Check their website, social media, or any recent news articles.
- [ ] **Prepare Your Answers**
  - Use the **STAR Method** to answer behavior-based questions:
    - Situation: What was going on?
    - Task: What was your responsibility?
    - Action: What did you do?
    - Result: What happened because of your actions?
  - Practice answers to common questions like:
    - "Tell me about yourself."
    - "Why do you want this job?"
    - "Tell me about a time you overcame a challenge."
- [ ] **Practice, Practice, Practice**
  - Say your answers out loud or practice with a friend, family member, or teacher.
- [ ] **Prepare 1-2 Questions to Ask Them**
  - Examples:
    - "What does a typical day look like in this role?"
    - "What qualities make someone successful here?"

DAY-OF CHECKLIST:

- [ ] **Arrive On Time**
  - In-person: Arrive 10–15 min early.
  - Virtual: Test tech and join 5 min early.
- [ ] **Dress for the Role**
  - Choose clean, professional clothes that fit the job you're applying for.
  - When in doubt, dress one level more formal than what you'd wear on the job.
- [ ] **Bring What You Need**
  - A resume, references (if needed), notebook, and pen.

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AFTER THE INTERVIEW:

- [ ] **Send a Thank-You Note**
  - A short thank-you email within 24 hours shows professionalism and gratitude.
  - Mention something specific from the conversation.

Notes: