

INTERVIEW CHECKLIST



Preparing for interviews can increase your confidence and chance for receiving an offer

/ BEFORE YOUR INTERVIEW*

- ☐ Review your resume, cover letter, and the job/internship description.
- ☐ Research the company: mission, values, services, goals, and competitors.
 - ☐ Be ready to answer *What do you know about this company?*
- ☐ Prepare thoughtful questions to ask the interviewer.
- ☐ Choose professional attire.
- ☐ Practice answering interview questions:
 - ☐ Use the **STAR** method. You must be specific. Tell a story.
 - ☐ **Situation:** Share context around a specific situation you faced.
 - ☐ **Tasks:** Describe your responsibility or role in the situation.
 - ☐ **Actions:** Explain a few of the most impactful steps you took to find success.
 - ☐ **Results:** Focus on two or three results of your actions and what you learned
- ☐ Know that interviews can be virtual, one-way (record your answers), or in-person

/ THE DAY OF YOUR INTERVIEW

- ☐ Arrive 15 mins early (in-person) or join video call 5 mins early (if virtual).
- ☐ Silence your phone.
- ☐ Be polite to everyone you meet.
- ☐ Greet interviewers by name, smile, and give firm handshake.
- ☐ Maintain positive body language.
- ☐ Take notes in notepad or notebook.
- ☐ Listen carefully, answer honestly, and ask your prepared questions.
- ☐ Conclude the interview:
 - ☐ Re-express your desire for the job/internship.
 - ☐ Ask what the next steps will be, and when they plan to decide.
 - ☐ Ask for contact information to follow up.

/ AFTER YOUR INTERVIEW

- ☐ Write down key points of the interview as soon as possible.
- ☐ Send a thank-you email within 24 hours.
- ☐ Follow up within two weeks if no response in the expected timeframe.

**Sample interview questions on page 2*

/ SAMPLE INTERVIEW QUESTIONS FOR PRACTICE

General Questions

- Tell me about yourself.
- What interests you about this position?
- How did you hear about this opportunity?
- Why do you want to work for our company?
- What are your greatest strengths?
- What is a weakness you're currently working to improve?

Common Behavioral Questions

- Can you describe a time when you had to handle a difficult situation at work?
- Tell me about a project you're particularly proud of. What was your role and the outcome?
- Describe a time you had to meet a tight deadline. How did you manage your time?
- Share an example of when you worked successfully in a team.
- Give me an example of how you handled receiving constructive feedback.

Situational / Hypothetical Questions

- How would you handle a situation where you disagreed with your supervisor's decision?
- Imagine a customer is upset with your service — how would you resolve the issue?
- If you were asked to quickly learn a new skill or software for this job, how would you approach it?
- How would you prioritize multiple tasks with the same deadline?

Job-Specific / Technical Questions

(Adapt these based on the industry or role.)

- What experience do you have using [specific tool/software]?
- How do you stay current with trends in your field?
- Describe your experience managing equipment/budgets/projects/clients (as applicable).

Questions to Ask the Interviewer

(Important for candidates to practice, too.)

- What does a typical day look like in this role?
- How do you measure success in this position?
- What are the biggest challenges facing your team right now?
- What opportunities for growth and development does your company offer?