

Interview Preparation Checklist

Taking the necessary steps to prepare for an interview will ease your nerves, displays your ability to prepare and shows your desire to become employed with the employer's organization.

Research the position, company and industry

- ☐ Review company website, marketing materials, annual report and other materials.
- ☐ Visit or take a tour of the company.
- ☐ Use internet sites to read industry information and information on the company's competitors.
- ☐ Network with current or former employers.
- ☐ Review the job posting.
- ☐ Read company position description.
- ☐ Visit library to access books on the industry.

Prepare Interview Clothing

- ☐ Go to the place of business and observe the employees and dress one step up.
- ☐ See Resource and Referral in Counseling and Advising for referral to interview clothing assistance agency if needed.
- ☐ Clean and press outfit and shine shoes.

Prepare Documents

- ☐ Multiple copies of resume on resume paper
- ☐ Samples of work
- ☐ Letters of recommendation
- ☐ Credentials, licenses and certifications
- ☐ References, personal application information
- ☐ Copy of job posting

Prepare interview answers

- ☐ Review skills abilities and experience that relate to the needs of the position and company.
- ☐ Match job qualifications to your skills, abilities, experience, and education.
- ☐ Prepare stories, examples, and descriptions to support your qualifications for the position.
- ☐ Practice your responses in a mock interview. Go to www.perfectinterview.com/mctc to practice an online interview.

Prepare questions to ask the employer

- ☐ Prepare a minimum of three questions on the position, company and any question to help you determine if this is the right fit for you and your career goals.
- ☐ Write them out or type them.

Plan transportation to the interview

- ☐ www.Metrotransit.org , www.Mapquest.com , www.Googlemaps.com

Practice introducing yourself

- ☐ Practice introducing your name and shaking hands with friends, family, and fellow students if able to do so.