

University Career Services
In-Person Interview Checklist

Week before

- If you can, make the drive to the interview a day or two in advance during the time you would leave for the interview
- If you aren't able to do a test drive, use Google directions, or another real-time GPS app to check the travel time. Make sure you are looking at the same time you would leave for the interview. The traffic at 8am is very different from the traffic at 2pm.
- Make sure you know where to park. If Google Maps isn't clear, call the reception desk of the company and ask about parking. Bring \$20 in small bills and change in case you have to pay upfront.
- Test out your interview outfit a few days before (not the night before) and make sure you feel comfortable in it. Sit, stand, walk, crouch down, and lean over to make sure everything stays in place. This gives you time to find another outfit if needed.

Three-Two Days Before

- Have a playlist that pumps you up to listen to on the way there. Alternatively, use affirmations or listen to a podcast. You know best whether you should be looking to elevate your mood or calm yourself down.
- Practice your answers to common interview questions and have data/numbers to back them up. For example, if you are interviewing for a job in social media and part of your internship/club/org experience was managing social media, know your follower growth and your top posts.
- Print out more copies of your resume than you think you need; you may have a group interview with people who haven't seen it yet.
- Prepare your questions for the interview committee and then pick out your top three in case there isn't time to ask them all

Day of

- Arrive at least 15 minutes early to the interview location
- Bring pen and paper to take notes. A folio is great for this. It can hold your resume, a notepad and usually has a pen holder—it also looks professional
- Don't forget to ask for their business cards so you can write a thank you note or email the day after the interview
- Trust yourself; you're ready and can do the work they are asking for!