

Interview Prep Reminders Checklist

Phone or Zoom Interviews:

- Have a copy of your resume nearby to covertly check during the interview to make sure you don't forget something, or in case they ask a question about a specific experience or your wording on something.
- Keep a pen/pencil and paper near you to make notes during the call. You will probably find things out about the job that you will want to check out or remember later.
- Make sure, if at all possible, that you are in a quiet environment. Double-check your background before you start any Zoom calls, and do all physical touch-ups of your appearance before you sit down at your computer or turn on the camera.
- If this is utilizing a new technology you haven't tried before, test it out in advance if you have the ability.
- Wear a full outfit (aka: don't be pantsless on an interview). In fact, wear something professional, even if on a phone interview – it helps put you in the professional interview mindset.
- After the interview is over, double-check to make sure that the call is disconnected and no one can hear you. It has happened before far too often.
- Make sure that you try to make this a conversation, whether it is on the phone, online, or in person. In order to have a relaxed conversation, you should feel as confident as possible, and in order to feel confident, prepare for every interview.

In Person Interviews:

- If this is going to be in a location to which you've never been before and are able to do so, try the drive there in advance and check out the parking situations. Some interviewers will give you explicit instructions regarding where to park or how to get a parking pass for their lot/garage – make sure that you follow them as closely as possible, as this is a reflection of how well you read emails / follow instructions.
- Be polite to everyone you interact with. Often times, interviewers will check with the individual at the front desk to see if you were polite to them upon checking-in. You are in the interview, effectively, from the moment you arrive onto the property.
- If you are offered water or a drink, feel free to accept it. It isn't a test, and interviewers want you to feel comfortable and welcomed.
- If they don't offer to show you around the office and you wish to do so, you can ask for a brief tour. They may not be able to do so, so be gracious if they decline, but it doesn't hurt to ask.
- As you are there and walking around or being shown around, take note of what the physical environment looks like – is this some place you would be comfortable working? Do the workers seem to have personal items on their desks and are they smiling? Look for the cues that this is the type of workplace that you want to be in.

- Double check your surroundings when you leave to make sure you have collected your things. It is easy in those moments to forget.
- If they have a guest parking pass that you have used and they've asked you to return it, please do so at the end of the interview process or as soon as possible thereafter.
- When seated, sit comfortably but with good posture.
- Make eye contact with the interviewers.
- Don't chew gum. Spit it out before you even enter the building.
- Smile, and try to have a conversation. Everyone in that room is looking for someone that they can spend many hours a day interacting with – try to be friendly.
- Review a copy of your resume in the car or on the bus/subway before you go in. Use that time to help psych yourself up and remind yourself of your qualifications and of the experiences that you want to make sure you highlight when you speak to the interviewers.
- There is a bit of a trend towards more panel-style interviews with multiple interviewers in a room with you and/or back-to-back individual interviews. Part of the reason for this is to see if you can handle it, but part of the reason is for efficiency – they want to make sure everyone who needs to speak with you in the process has a chance. Try to speak to each person in the group interviews, make eye contact with each of them, and treat it as a group conversation. With the back-to-backs, don't be afraid to ask the same question to multiple interviewers or give them the same examples or answers – that's totally okay.
- You can take a moment to take a breath and think about a question. Don't worry that they need you to respond immediately.
- You are looking for a fit as much as they are, so make sure that you take advantage of the opportunity to ask them questions at the end of the interview, or conversationally throughout if you are comfortable doing so. Some good ones to get you started include:
 - Can you tell me why you enjoy working here / in this department / in this company?
 - What is something that an outsider wouldn't know about the experience of working here from checking the website?
 - What are some of the most interesting projects you've worked on?
 - If you had to describe the leadership here, how would you do so?
- Then there are the "closing" questions that you can ask, which include things like the following:
 - What does the rest of the process look like? / How long do you think you all might take?
 - Is there a good way that I could follow up with you to check on the status of my application?
 - May I provide any additional information for you to help make your decision?

Don't forget, you could get factual questions, situation-based questions, personal questions, questions asking you to showcase your abilities, or they may simply give you information about the position and ask if you have questions. I recommend that you practice a little bit of everything so you can feel like and present your best confident self (and if you need, I offer a document with all kinds of practice questions on my website, as well).

