

INTERVIEWING CHECKLIST

BEFORE

- ❑ Research the company.
- ❑ Look up everyone who will be interviewing you to ensure that you know a bit about their work history and current position at the company.
- ❑ Review the job description.
- ❑ Prepare several stories from your experiences that highlight a variety of transferable skills such as teamwork, communication, and problem-solving.
- ❑ Practice common interview questions. Sign up for Big Interview to find sample interview questions and a mock interview tool.
- ❑ Look up interview questions that are commonly used in your field.
- ❑ Educate yourself on illegal interview questions and come up with a plan for how to respond if you are asked one.
- ❑ Put together a professional outfit for the interview. If you are unsure of what to wear, lean towards more formal (i.e. suit).
- ❑ Prepare 3-5 questions to ask the employer.
- ❑ Know how you may answer a salary question, in case they ask.
- ❑ Plan on walking into the office about 5-10 minutes before your interview is scheduled to start. Make sure to allow additional time for traveling and traffic.

DURING

- ❑ Do some quiet breathing exercises while you wait for your interviewer.
- ❑ Know that anyone you interact with, including front desk staff or other employees, may have some say in the hiring process so make sure to treat everyone you interact with as if they were interviewing you.
- ❑ Introduce yourself with a firm handshake.
- ❑ Keep personal belongings (phone, purse, wallet, coat) on the floor, chair or pocket, not on the table in front of you. Make sure to silence your phone beforehand.
- ❑ Write the names of the interviewers down so that you can follow up with each of them later.
- ❑ Maintain eye contact with the interviewers.
- ❑ If you struggle with a question, ask your interviewer if you can come back to that question to have some time to reflect. And try to move on afterward and not let it affect your tone throughout the rest of the interview.
- ❑ Towards the end of the interview, ask what you can expect in terms of follow-up time.

AFTER

- Take notes soon after you finish your interview so that you can remember most of the questions you were asked and how you answered. This will be helpful in further communication with the employer and in other interviews. Know that anyone you interact with, including front desk staff or other employees, may have some say in the hiring process so make sure to treat everyone you interact with as if they were interviewing you.
- Send a thank-you email to your interviewers within 24 hours after the interview. You can also include information that you didn't have a chance to say in the interview or that you'd like to elaborate on.
- Begin practicing for your next interview and note any areas from this interview that you can improve.



sfsu_csld



CSLD SFSU



SFSU CSLD



sfsu.csld



SFSU_CSLD

**CSLD**

csls.sfsu.edu | 415.338.1764

SAN FRANCISCO
STATE UNIVERSITY