10-Step Job Interview Preparation Checklist

Unexpectedly, an awesome opportunity to interview for the ideal internship lands right in your lap. Or, perhaps, you've been waiting a long time for an opportunity to interview at a company that's always making the local "best places to work" list, and you finally have the chance.



- [ ] 1. **Arrive early**. Fifteen to 20 minutes is sufficient. As you wait, you can observe employees coming and going, which can give you some insight into the work environment.
- [ ] 2. **Dress and act professionally**. Even if you know that the dress code is business casual, kick it up a notch up. During the interview, speak positively and make eye contact.
- [ ] 3. **Bring multiple copies of your resume** You might end up in a group interview situation, so bring at least six.
- [ ] 4**. Remember paper and pen.** Take a few notes during the interview. This will demonstrate that you're engaged and interested. Jot down the names of everyone who interviews you. (You can verify correct spellings later.)
- [ ] 5. **Take documentation from home**. In case you need to fill out an application, have some legal documentation with you such as a driver's license, social security card, birth certificate, or voter's registration card.
- [ ] 6. **Have some cash on hand**. You may have to pay for parking or a valet.
- [ ] 7. **Practice answering questions.** Certain questions are inevitable. "What is your greatest strength/weakness?" "What motivates you?" "Why do you want this job?" Be ready to talk about two achievements you're proud of, a time when you took a risk, and what makes you a good team member. And remember, when they say, "Tell us about yourself," what they really what to know are the skills and experience you bring to the position.
- [ ] 8. **Prepare questions.** When asked, "Do you have any questions for us?" it's the kiss of death to say, "No, I think you've covered everything." Have at least three questions ready. Ask about the corporate structure and culture. What specific challenges you might face in this position. What a typical day will be like. And, of course, at the end of the interview remember, "What is the next step in the interview process?"
- [ ] 9. **Say thank you.** Send thank you notes. Nothing fancy or lengthy. Just a few sentences of appreciation. Send an individual note to each person you met with, making sure names are spelled correctly by calling HR or checking the website.
- [ ] 10. **Follow-up**. If you haven't heard back within the timeframe discussed during the interview, call. If a decision is yet to be

made, ask when you could call back.

- [ ] **Finally, smile!** Smiling not only relieves stress, but makes you **appear more confident.**

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