INTERVIEW PREPARATION CHECKLIST:

- Cultivate a personal brand develop a strong, memorable image during the interview. Your personal brand includes your personality and background, as well as your skills and experiences. It is the identity you wish to project to employers.

- Research the company, competition, and industry. Show your interest by being prepared.

- Prepare answers for commonly asked questions.

- Bring at least 5 copies of resume and list of references.

- Create at least 3 relevant questions for the interviewer.

- Practice with a mock interview.

- Review your resume.

- Notify references.

- Pack your bag the night before (resumes, references, ID, pens, paper, questions, posting) and get a good night’s sleep.
INTERVIEW CLOSING AND FOLLOW-UP CHECKLIST:

✓ Say thank you for the opportunity to interview and indicate that you would like to work at ___.

✓ Shake hands.

✓ Request a business card.

✓ Send a thank you email within 24 hours that specifically relates to the interview and builds on answers you gave during the interview.

✓ Proofread the thank you email for professionalism in tone and accuracy (ensure there are no typos) prior to sending to the employer.

✓ Be patient, as the hiring process is oftentimes lengthy and may take several weeks.

✓ If you don’t get the job, don’t be shy to ask for feedback about why you were not offered the position.