



## SUMMARY INTERVIEW CHECKLIST

- Research the job, organization and people.
- Reach out to your network to get information about the organization and people you will meet.
- Complete your Candidate Selling Points Exercise.
- Think about the Three Big Questions that the interviewer really wants to know. Prepare and practice your answers to the Sample Interview Questions.
- Jot down notes about specific stories, challenges, etc. (STAR method), so you can refer to your notes if necessary during Behavioral Interview Questions.
- Review your Career-Track Specific Questions.
- Prepare a list of questions that you want to ask at your interviewer.
- For a phone or video conference interview, make sure you create an optimal environment.
- For an in-person interview, print out directions.
- Choose your attire, and err on the conservative side with your appearance.