



INTERVIEW PREP CHECKLIST

Before the Interview

- ☐ Research the Company and Jobs
 - Specifically: annual reports, mission, values, vision, company history, locations, current events, industry & industry challenges, competitors and job descriptions
 - Once you have conducted the research, use this information to...
 - Identify your relevant skills, abilities, and knowledge that fit with the job / company
 - Demonstrate how you would contribute towards meeting the company's mission
 - Develop specific questions about the company and/or position
- ☐ Prepare answers to common interview questions, such as:
 - Tell us a little bit about yourself and why are you interested in this position
 - How have your past experiences prepared you for a position with this company?
- ☐ Reflect on your experiences and prepare to discuss them in response to interview questions
 - Consider: Course Projects, Project Teams, Internships, Non-Technical Jobs, Activities
- ☐ Prepare 5 – 10 Success Stories, each around a different topic. Sample topics include:
 - Overcoming Challenges, Goal Setting & Achievement, Time Management, Teamwork, Leadership, Conflict Resolution, Problem Solving, Adaptability, Communication
- ☐ Review the [ECRC Career Guide](#) for additional Interview Preparation Information & Guidance
- ☐ Schedule a Mock Interview appointment at the ECRC via [Engineering Careers, by 12twenty](#)
- ☐ Complete the [Interview Prep Canvas module](#)
- ☐ Identify and prepare your interview clothing

During the Interview

- ☐ Utilize the STAR Format (Situation, Task, Action, Result) when providing answers
- ☐ Be aware of nonverbal behavior and body language
 - Posture: Sit up straight
 - Eye Contact: Make eye contact with every interviewer
 - Hand Gestures: Use strategically, but do not overdo it
 - Smile!

After the Interview

- ☐ Take notes soon after the interview, while the experience is fresh in your mind.
 - Questions that you struggled to answer
 - Notable Information or Insight that you gathered from the interview
 - Items to follow up on
 - Interviewers' names (if you did not get business cards or already write them down)
- ☐ Send a thank-you note or email (Review the Thank You Note in the [Engineering Careers Resource Library](#))
 - Send within 24 hours
 - Reiterate your enthusiasm for the position
 - Cite skills you did not get to mention and why you are a strong fit for the position