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