

you are well qualified for it. Then ask what the next step will be or when you can expect to hear from the interviewer. This inquiry demonstrates your confidence and interest and gives you important information.

INTERVIEW CHECK LIST

BEFORE THE INTERVIEW	YES	NO
Bring copies of your resume and a list of references.		
Dress to project an image of confidence and success. Business dress is considered standard attire.		
Know how to get to the interview and arrive no more than 15 minutes before the scheduled appointment.		
Find out how long the interview will. Be prepared to stay longer, if necessary.		
Research and obtain information on the job and organization from people in the field, company literature and websites and career libraries.		
Prepare questions to ask.		
Practice! Practice! Practice!		
DURING THE INTERVIEW		
Make eye contact immediately and continue through the interview.		
Have a relaxed but erect posture.		
Answer questions completely.		
Control nervous habits.		
Be a good listener.		
Practice interviewing questions with your Career Counselor before the interview.		
Use examples to talk about your experiences using the STAR formula .		
Review/Practice Common Interview Questions		
Understand and research the Behavioral Interviewing concept, and practice BI questions.		
Understand and research the Case Interviewing concept and practice		
Be prepared to handle interview challenges-inappropriate/biased, technical and disability issues types of questions.		
AFTER THE INTERVIEW		
Send an e-mail or handwritten thank-you note to the interviewer(s).		
Review salary requirement and resources.		
Evaluate job offers; take time to evaluate all the factors involved.		

