Career Management Center Interview Preparedness Checklist

Before the Interview

☐ Research the employer website and social media and be knowledgeable about industry news (Tip: follow companies on LinkedIn and Twitter, listen/watch news daily, review Wall Street Journal and Bloomberg to increase national/international awareness about current events)
☐ Complete an online search (Google and Bing) of the interviewers and company contacts and review their LinkedIn profiles
☐ Ensure professional attire is clean and ready for use
☐ Review the job/internship description and complete a SWOT Analysis to prepare
☐ Practice your responses and storytelling technique to sample behavioral questions
☐ Prepare questions to ask the employer based on your research
☐ Be cognizant of the company culture and how you would “fit” into the organization
☐ Invest in resume paper to print resume and other application materials
☐ Prepare copies of application materials such as cover letter, writing samples, references/letters of recommendation, and/or examples of your work
☐ Utilize a portfolio to store resume, pen, business card(s), paper for note taking, and other application materials
☐ Ensure a good night’s sleep to be at your best and energetic for the interview

The Day of the Interview

☐ Eat a healthy breakfast/lunch in advance of your interview
☐ Wear professional attire and practice good hygiene
☐ Bring driving and parking directions and recruiter contact information (tip: if driving to new/unknown destination, drive before the interview day to increase area familiarity)
☐ Bring portfolio, resumes, and other application materials
☐ Leave cell phone in car or turn off and do not use during the interview
☐ Plan to arrive/check-in 15 minutes before your scheduled start time
☐ Smile and be courteous to each staff member you encounter
☐ Communicate effectively, demonstrate enthusiasm and positivity, and provide responses that focus on your strengths and potential contributions to the organization
☐ Email personalized thank you note to each recruiter within 24-hours of your interview
Sample Interview Questions

- Tell me about yourself.
- Why should we hire you?
- Why did you apply for this opportunity?
- What do you know about our organization?
- What are your career goals?
- How does this position fit into your future career plans?
- Describe your ideal job/internship.
- Why did you select ______ as your area of study?
- Do you consider yourself to be in the top 10% of your academic program?
- Which course(s) have most prepared you for this opportunity?
- What would you do your first week to stand out in our organization?
- What are your strengths and weaknesses?
- What feedback would your professors and supervisors tell me about you?
- If you were hiring for this opportunity, what qualities would you look for?
- What concerns do you have about this position?
- When have you been the most successful?
- Describe a time in which you failed.
- On a scale of 1-10, rate your proficiency in Excel/SPSS/QuickBooks, etc.
- Do you prefer to work in teams or independently?
- Tell me about a situation which required you to work with a difficult person.
- Describe a time you were working on a team and your idea(s) were different from the group majority.
- Provide an example when you demonstrated initiative in your work.
- Tell me about a time in which you gave and sought nothing in return.
- Describe a project that required you to meet a quick difficult deadline.
- Discuss a mistake you made in your academic or professional career and what you learned from the experience.
- Are you open to travel? What are your top 3 cities for relocation?
- How do you feel about sacrificing your personal time for the demands of work?
- What are your minimum salary expectations?
- What questions have you prepared for us?