

Community College of Vermont

Interview Checklist

Before the Interview

- Research the company and the industry: review the company web site, and Google the company to find out if they've been in the news recently.
- Print out or write down directions and the name and phone number of your contact.
- Take a trial run to the company so you know how to get there and where to park.
- Practice shaking hands: you want a nice, firm handshake.
- Write down the job requirements. For each requirement, develop examples of success doing the tasks they are seeking or of how you would be able to do those tasks successfully.
- Review common interview questions and practice them with someone else.
- Prepare your short elevator pitch-why they should hire you in 30 seconds.
- Prepare a few questions to ask the interviewers. Here are some suggestions:
 - What type of training is available to someone in this position?
 - What might a typical day look like?
 - What opportunities for professional development are available?
- Be *prepared* to talk salary, but don't YOU bring it up! You can check out sample salaries at www.salary.com.
- Get permission from your references to use their names.
- Get a good night's sleep the night before.

The Day of the Interview

- Check your clothing, teeth, hair in the mirror before you leave.
- Bring:
 - Extra copies of your resume and your reference sheet.
 - Your questions to ask and information about the company that you may want to read while waiting.
 - A notepad and a pen to take notes.
 - Directions and name and phone number of contact.
 - Parking fees (just in case).

- ❑ Give yourself plenty of time to get there and arrive 15 minutes early.
- ❑ Leave your cell phone in the car.
- ❑ Check in with the receptionist.
- ❑ Observe the environment/culture of the company.
- ❑ Take any literature that is available.
- ❑ If you are nervous, try this technique: quietly take a deep breath, hold it for about five seconds, and quietly and slowly exhale. Always remember to slowly breathe-it really does help!

After the Interview

- ❑ Gather business cards from each of the interviews.
- ❑ Promptly send out thank you cards to each interviewer.