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:

   o What type of training is available to someone in this position?
   o What might a typical day look like?
   o 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:

   o Extra copies of your resume and your reference sheet.
   o Your questions to ask and information about the company that you may want to read while waiting.
   o A notepad and a pen to take notes.
   o Directions and name and phone number of contact.
   o 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.