



# Interview Checklist

## After Receiving the Invite

- Confirm details of the interview (date, time, location, interviewers, etc.)
- Do a test run of the outfit you want to wear on the day of the interview
- Research the company and take notes of key information you will want to address in the interview
- Read over the job description and qualifications again
- Practice common skill, behavioural and technical based questions

## Night Before the Interview

- Make sure your outfit is freshly pressed and ready to go
- Confirm the location and directions to the office
- Read over your practice notes a few more times
- Have 3-5 questions to ask the interviewer(s) prepared
- Prepare all of the materials you want to bring (resumes, job description, references, questions, pen and paper, etc.)

## Day of the Interview

- Arrive 10-15 minutes early and go over your notes again
- Remember to ask each interviewer for their business card
- At the end of your interview, ask when you can expect to hear back regarding their decision/any next steps
- Remember to smile, show your personality and confidence!

## After the Interview

- Send a thank you email to each interviewer within 24 hours to reiterate your interest in the position
- Reflect on how you performed to take note of how to improve for next time
- If you don't hear back in a few weeks, it's okay to follow up
- Keep applying to other jobs as you wait to hear back on the hiring decision