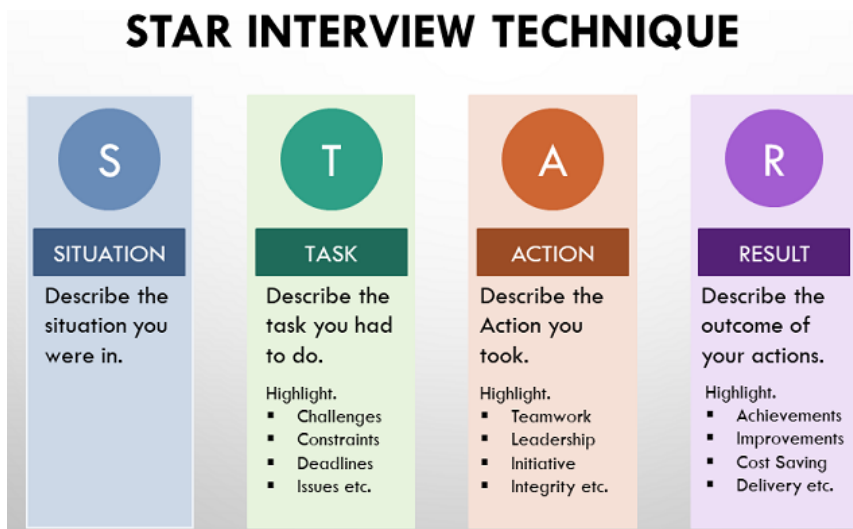


Interview Checklist



- Make time to research.
- Know who will be your interviewer.
- Know what the company values and any unique recent events or accomplishments.
- Review sample questions and consider questions you would ask.
- Write down your experiences: STAR – Situation Task Action Result. (Consider Examples of: a challenge, a success, a failure, a project, a conflict, teamwork).



- Practice your answers out loud or video yourself and ask for a critique.
- Write down questions for the interviewer.
- Study the job description.
- Practice weaving how you meet the requirements of the job into your interview answers.
- Dress professionally and have your outfit clean and pressed.
- Practice driving the route or conduct a trial run with the virtual platform.
- Gather essentials, i.e. portfolio, writing instrument, business cards, copies of resume and references.
- Be your best self and smile!
- Ask about next steps.
- Send a thank you note or email.
- Follow up.