Preparing and sitting for an interview is nerve-wracking enough without having to keep track of lots of the details. Below is a checklist to help prepare you for the interview and help you remember details during and after. You might even want to carry this list or a shortened version with you to the interview.

**Week Before Your Interview**
- Make a list of your strengths and weaknesses paying particular interest to those strengths that relate to qualities for which the company is looking.
- Research the company, the industry and their competition.
- From your research write five questions to ask the interviewer about the position, supervision, company culture and/or whatever else you want to know about.
- Research cost of living in the area where you would be working and the typical pay for positions in the area.
- Prepare your 30-second personal statement – your answer to the "Tell me about yourself" question.
- Write at least five success stories to answer behavioral interview questions.
- Drive to the location where you will have your interview so you know where you are going and how long it takes to get there.
- Make sure you have clothing appropriate for the interview. If you don’t, go shopping. You might also want to buy a nice portfolio in which to carry your career documents and a pad of paper.

**Night Before Your Interview**
- Lay out your clothes making sure everything is clean and ironed.
- Make sure you have printed 4-5 extra copies of your resume, cover letter and references on good paper.
- Your portfolio contains your career documents, pad of paper with questions for you to ask the employer and a pen.
- Directions to the interview site have been checked and are in your portfolio along with the name of the person with whom you are interviewing.

**At the Interview**
- Arrive 10-15 minutes early.
- Be kind and professional to everyone you run into including secretaries and receptionists. Announce yourself to the receptionist in a professional manner.
- Take a 'last check' trip to the bathroom. Do you look professional? Is your hair right? Nothing in your teeth? Spit out your gum.
- Review your prepared stories and answers.
- Stand and greet your interviewer with a hearty – not bone-crushing – handshake.
- Smile and look into the interviewer's eyes.

**During the Interview**
- Try to focus on the points you have prepared without sounding rehearsed or stiff.
- Sit with both feet on the ground. Don’t cross your legs.
- Sit up straight and don’t slouch or put your hands or elbows on tables, desks or chair arms.
- If you ‘talk with your hands’ try to keep them under control as much as possible.
- Maintain good eye contact.
- Relax and enjoy the conversation. Learn what you can about the company.
- Ask questions and listen; read between the lines.
- At the conclusion, thank the interviewer, and determine the next steps.
- Ask for the interviewer's business card so you can send a follow-up letter. This is important so you can address the thank you letter (see below) correctly.

**After the Interview**
- As soon as possible, write down what you are thinking and feeling.
- Later in the day, review what you wrote, and assess how you did.
- Write a follow-up thank-you letter. Include information about a topic you enjoyed talking about with the interviewer or restate an answer you thought made an impact or reiterate why you are excited for this position.