



STRIVING FOR GREATER PROFESSIONALS

Interview Checklist

Leading up to the Interview

- Review your prior research on the company.
- Review the job posting for the position you are interviewing for.
- Prepare notes on potential behavioral questions (see SFGP Behavioral Questions) and prepare your own questions for the company.
- If you know the names of who you will be interviewing with, look up their LinkedIn profiles or their biographies on the official company website
- Research the route you will take to the interview - don't forget about the parking situation!
- Print off a few copies of your resume and any other written materials relevant to your application (writing sample, cover letter, job description, etc.)
- Have a professional container (resume holder) for your loose papers as well as an appropriate bag if necessary.
- Dress for Success
 - Try on your entire outfit before the day of your interview and make sure you can comfortably sit, stand, and walk in your clothes. Don't wait until the last minute to discover a missing button!
 - Don't take fashion risks - dress smart and neatly, potentially a little overdressed is totally fine.
 - Carry your heels in a bag instead of wearing them if you have to walk far to your interview. Change shoes in the lobby or bathroom before going in! Make sure the bag itself is also professional (not messy, decrepit, or unstructured)
 - If you paint your nails, make sure they are neat.
- Watch the Striving For Greater Professionals webinar on Interviewing Best Practices [here!](#)
- If you can, take off the night before to relax instead of over-prepping. You want to feel as recharged and prepared as possible on the morning of your interview



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Day of the Interview

- Bring the company representative's contact info, your address, and your ID.
 - Arrive 15 minutes early.
 - Eat something, but avoid a heavy meal before your interview!
 - Bring a mint and have it 15-30 min before interview time.
 - Be polite to everyone you meet (even if you are a bit nervous) - that includes the security guard, receptionist, and anyone else you encounter in the office.
 - Bring a neat notepad and a pen to take notes along with the copies of your resume and other written materials.
 - If you feel nervous at any point, just pause and take a deep breath - you got this!
 - After the interview, feel free to send your interviewers a thank you note.
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