

The page is decorated with numerous small triangles in three colors: teal, orange, and red. These triangles are scattered across the top and bottom margins, pointing in various directions. A solid teal rectangular box is centered in the upper half of the page, containing the main title in white serif font. Below the box, the subtitle is in a bold black sans-serif font, followed by a horizontal teal line.

STRIVING FOR GREATER PROFESSIONALS

Interviewing Resources



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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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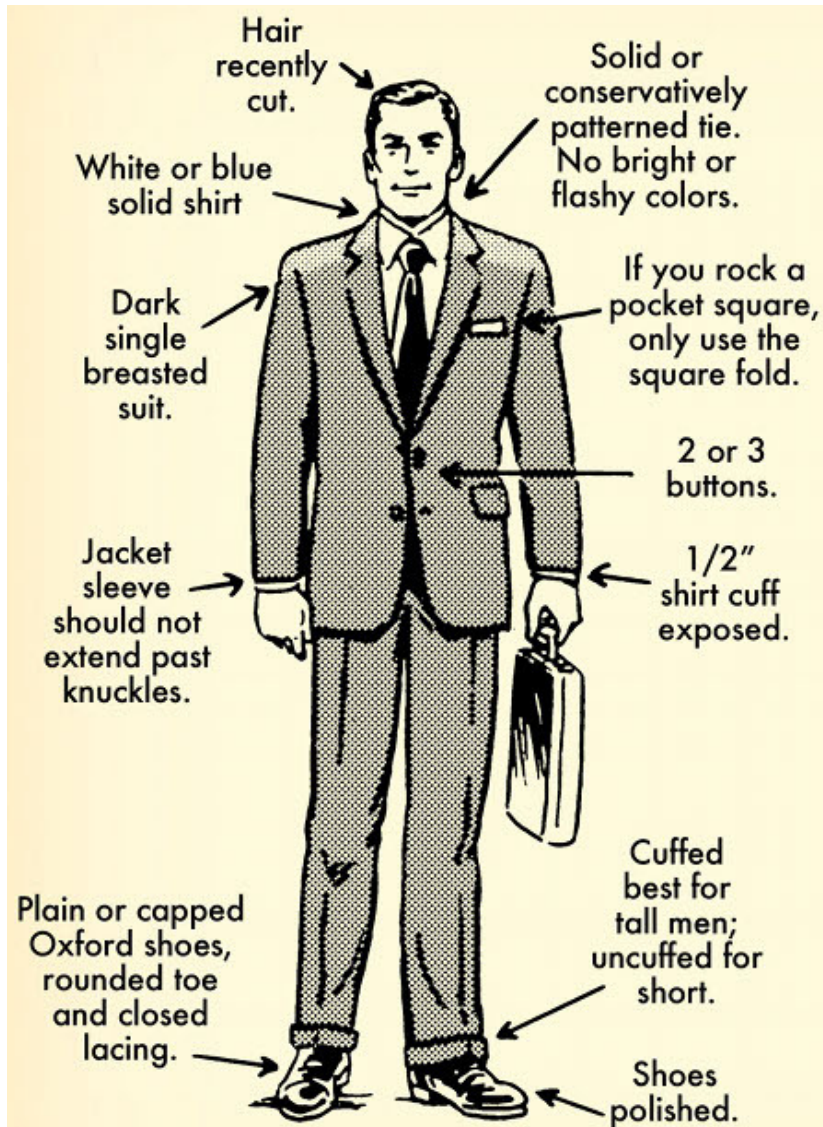
Interview Checklist

Day of the Interview

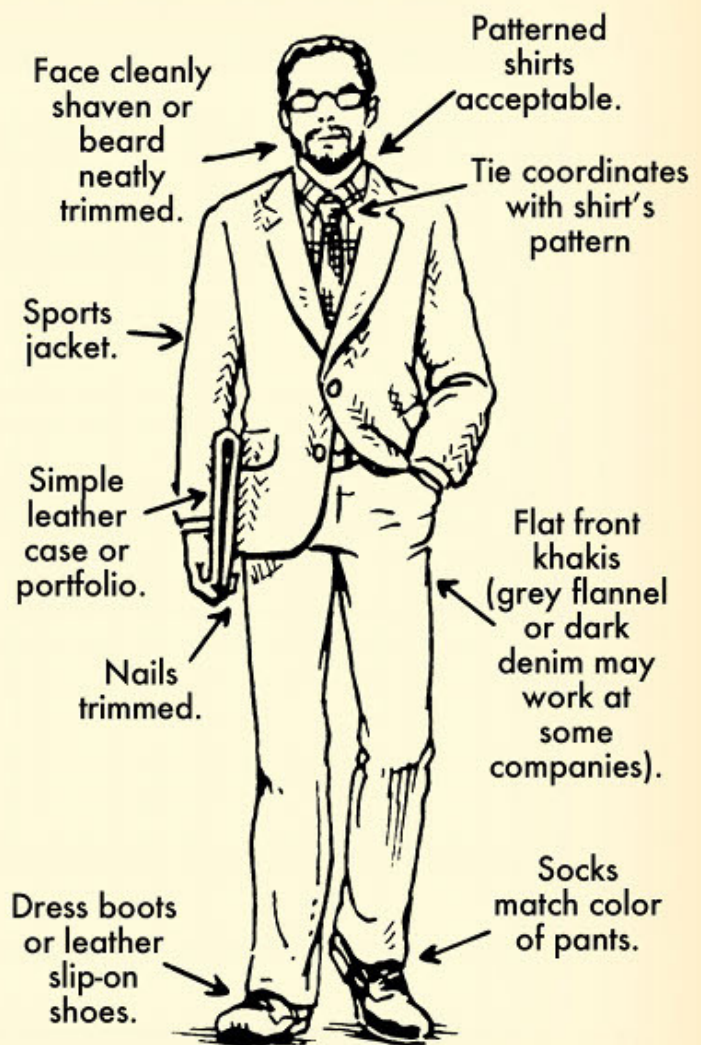
- ☐ Bring the company representative's contact info, your address, and your ID.
- ☐ Arrive 15 minutes early.
- ☐ Eat something, but avoid a heavy meal before your interview!
- ☐ Bring a mint and have it 15-30 min before interview time.
- ☐ Be polite to everyone you meet (even if you are a bit nervous) - 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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Dress for Success



Formal Business Interview Attire



Casual Job Interview Attire

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Blazer: Buy a dark suit (black, navy, or charcoal) with matching separates. Don't forget to rip any vent in the back of your blazer sewn closed with an X.



Top: You can save on drycleaning expenses by wearing a sleeved top beneath your blazer – look for something that fits well and has no issues with gaping or cleavage. Options: button-fronts; thin, opaque sweaters; “nice” t-shirts; matching sheath dresses.



Skirt/Pants: Skirts should be at your knees or (at most) 1" above them. Make sure any slits don't go too high, including while seated. Don't forget to rip any vents sewn closed with an X. For pants, look for trousers, not ankle-length pants.



Watch: Wear a watch, even if you use your phone to check the time – a watch says you're responsible.



Pantyhose: Unless you're wearing pants, look for nude-for-you pantyhose. Tights may be acceptable in colder weather.



Heels/Flats: Wear shoes you can walk in comfortably for at least two blocks. Make sure they're shined and free of scuffs!

Jewelry: Think classic, not interesting. Small posts or huggie earrings work best. A round-shaped necklace or classic string of pearls can be a great look with a number of different tops.



Bag: Your bag should be large enough to hold a folder for your resume. You may also want to include light makeup, a pair of flats, and a snack bar if you've got back-to-back interviews.



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Behavioral Questions

While it's impossible to know the exact questions you will be asked in an interview, there are some basic questions you can prepare for in advance. These are behavioral interview questions - questions that often come in the form of "tell me about a time when..." In preparation for your interview, it is a best practice to write a few notes for some of these basic questions. This will help you to organize your past experiences into a cohesive narrative for your interview.

"Tell me about a time when..."

- ...you had to work on a team."
- ...you had to work completely independently with little guidance."
- ...you had to work to exacting specifications."
- ...you had to work on a project that had to satisfy multiple different stakeholders."
- ...you had to work on a project with a very tight deadline."
- ...you had a really bad day at work."
- ...you had a really difficult work situation and how you overcame it."
- ...you weren't able to deliver results in a reasonable timeline."
- ...you've had to receive and respond to critical feedback."
- ...you had to manage people or take on a leadership role."

Note: It can also be a helpful exercise to list out any major projects you have worked on (either at your job, in school, or in a volunteer capacity) and describe those in a few bullet points. Some questions that arise in an interview start with, "I noticed X on your resume - can you tell me a bit more about that?"

Some other classic questions:

- What is your greatest strength? / What value could you specifically bring to this role?
- What is your greatest weakness? / What challenges do you anticipate facing in this role?

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Behavioral Questions

Describe your current role in a nutshell.

How do you structure your day to accomplish all your goals?

What is your greatest professional achievement?

Where do you see yourself in five years? / What sort of growth and professional development are you looking for in your career?

Why are you looking to leave your current job?

Why do you want to work for this company?

And of course, don't forget this one: **"Tell me a bit about yourself."**

This is often the first question you answer, so make it count! This is your elevator speech - a brief introduction that describes you and why you are here. Ideally it will touch on who you are, your current role, and the role you are looking to fill. Always focus on bringing this back around to the company and role you are interviewing for.

Finally, make sure to prepare some questions for the interviewer - they will almost certainly ask if you have any questions for them, so it's good to be prepared.

Some examples:

How do you envision this role fitting into the larger structure of the company / team?

What does the ideal candidate for this position look like?

What would you say are some of the biggest challenges a person in this role will face?

What opportunities for growth and personal development are available in this role / at this company?

How much do you enjoy working for this company?



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Articles

Harvard Business Review

- [How to Show You're Passionate in a Job Interview](#)
- [How to Highlight your Talents in a Job Interview without Showing Off](#)
- [How to Handle Stress in a Job Interview](#)
- [Why You Should Always Go Off Script in a Job Interview](#)

Wall Street Journal

- [How to Say Thanks after an Interview](#)
- [How to Discuss Career Setbacks in an Interview](#)
- [How to Negotiate Salary](#)
- [How to Prepare for a Job Interview](#)
- [How to Build Instant Rapport in an Interview](#)

The New York Times - Business

- [Had a Job Interview but No Callback? Here's What to do next time!](#)

Inc. Magazine

- [Faux Pas to Avoid when Asking for Feedback after an Interview](#)

Entrepreneur

- [How to be Authentic in an Interview](#)
- [An Introvert's Guide to Job Interviews \(Infographic\)](#)

Forbes

- [3 Interview Questions to Uncover a Company's Work-Life Beliefs And Values](#)
- [How to Handle the 'What's Your Greatest Weakness?' Interview Question](#)
- [Why And How to Send a Thank You Letter After a Job Interview](#)