

Interview Checklist

Interview Preparation

- Review sample interview questions on the [career services webpage](#)
- Write answers to interview questions
- Practice interview question responses in the mirror and with a colleague
- Have copies of your current resume/portfolio with achievement highlights
- Prepare questions for the interviewer about the organization and the position
- Research the organization
- Select clothes and have a colleague confirm your selection
- Go to interview location: confirm travel time, parking (if applicable)
- Practice. Practice. Practice.

Research the Organization

- Obtain information about the actual interview
 - Confirm date, time, location and inquire if there are any security requirements
 - Who is the interviewer and what is her/his role?
 - How long will the interview last (approximately)?
- Learn as much as possible about the organization
 - Read website (every page) and social media
 - Know the organization's mission and vision
 - Know the Board Chair/President's name
 - Know the CEO/Executive Director's name
 - Ask who you will be meeting with and review their staff and LinkedIn profiles
- Locate financial information
 - Form 990
 - <http://www.guidestar.org/>
- Read the Annual Report

The Interview Day

- Be on time [arrive 15 minutes early]
- Turn off your mobile device and do not use
- Sit professionally while waiting on the individual(s) to meet you
- Make eye contact and shake hands with everyone you meet

Post-Interview

- Take a few minutes to reflect on what went well and what you can improve; write down new interview questions to add to your practice questions
- Write a formal thank you and graciously express your appreciation for their time

You never get a second chance to make a first impression.