

Interview Preparation Checklist

Interview Preparation

- Review Interview Practice Questions (Refer to Resources.)
- 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 similar organizations and identify what sets them apart. You are learning what is different and better for the organization you are about to interview with, than others in the industry.)
- 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 their 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.