

In-person interview checklist

We have created a checklist to ensure you're completely prepared to ace your interview!

Before the interview – the night before

- Familiarize yourself with the department with which you are interviewing. Review their website to get an idea of the services they provide and the work they do.
- Review job descriptions carefully to see what the individual employer is seeking.
- Make a list of the skills the employer is looking for.
 - Consider your skill set and determine what makes you the ideal candidate.
- Practice with a mock interview.
- Work out travel logistics.
 - How long will it take to get there?
- Pick out an interview outfit.
 - Ensure it is clean and appropriate for the job.
- Get a good night's sleep.

Before the interview – the day of

- Leave home with plenty of time to avoid being late.
 - Arrive 10-15 minutes early.
- Turn off your cell phone ringer.
- Do not chew gum during the interview.
- Be polite and friendly to reception staff or whoever meets you before the interview.

During the interview

- Greet the interviewer by name and shake their hand when introducing yourself.
- Listen and interact with your interviewers.
 - Smile and be aware of your body language.
- Finish the interview by expressing your desire for the job, asking what the next steps will be and when you can expect to hear back regarding a decision.
- Remember to thank the interviewer for their time.

After the interview:

- Send a thank-you email to the interviewers within 24 hours. This is your chance to show how interested you are and to prove, once again, that you are the right candidate for the job.