

Interview Tips Checklist

Victoria College Career Services



INTERVIEW PREPARATION

- Check your voicemail. Be sure it is not full and that you have a professional voice message (this is ideally completed before applying).
- Check your email. Be sure it is a professional email address (this is ideally completed before applying).
- Check your LinkedIn and make any needed updates.
- Check all social media platforms. Avoid having inappropriate images, posts, or information available for public view.
- Research the company. Review the company's values, mission statement, work they do in the community, etc.
- Research the job. Read the entire job description to become familiar with the responsibilities of the role.
- Plan your outfit ahead of time. Keep it simple and professional. Avoid being too casual or too dressed up. Use context to determine what is appropriate. For example, wear khakis and a nice polo for an oil field trade interview and a suit for a corporate business interview.
- Avoid wearing unclean wrinkled clothing if possible (search local thrift stores, JP's Closet, or ask a friend to borrow an outfit if needed).
- Practice answering interview questions aloud. It can be difficult to put your thoughts into words when nervous.
- Practice answering questions in front of a mirror to see your non-verbal cues.
- Prepare your "Tell me about yourself" pitch. It is highly likely that you will be asked this question.
- Prepare to bring printed copies of your resume.
- Find a coping mechanism that can be used to calm yourself during the interview when nerves increase. For example, taking subtle deep breaths, take a sip of water, etc.
- If it is a virtual interview, try out all equipment ahead of time and choose a quiet place without distractions.

DURING THE INTERVIEW

- Arrive early. Timeliness is VERY important on interview day.

- Communicate confidently and clearly.
- Answer the questions. It is easy to ramble when nervous, be sure to answer the questions thoroughly without providing unnecessary information.
- Make eye contact with all attendees if being interviewed by a panel.
- Remain positive and avoid talking negatively about past coworkers, bosses, or work-related situations.
- Ask questions throughout if applicable and have questions prepared to ask at the end of the interview.
- Make note of interviewer and obtain their contact information for follow-up after the interview.

AFTER THE INTERVIEW

- Use the contact information obtained to send a follow-up email thanking the interviewer for their time.