



Sigma Chi
CAREER ADVANTAGE

INTERVIEW PREPARATION CHECKLIST

Use this checklist to prepare for all stages of your job interview process.

BEFORE

- Consider your qualifications, experiences, and expectations as they relate to the following elements of the role:
 - Duties and responsibilities
 - Skills, abilities and experience
 - Industry, product, and network knowledge
 - Educational qualifications
 - Organizational structure
 - Working environment
 - Opportunity for challenge/career advancement
- Create mini-stories present your background, skills and achievements as benefits to the employer
- Confirm the interview date, time, location, directions, and walk-in instructions
- Confirm the names, titles, and expectations of each person participating in the interview
- Develop a list of questions to ask
- Do not drink, smoke, or consume a large meal prior to the interview

DURING

- Dress professionally and conservatively
- Carry a portfolio with notes, copies of your resume, and business cards (if applicable)
- Do not bring cell phones into the interview or ensure it is on silent
- Maintain a high level of energy and eye contact
- Pay attention to your body language
- Treat every person encountered as someone who may have a part in the hiring decision - smile, hold doors for others, and treat the receptionist well
- If asked a tough question, pause and ask for a moment to think

AFTER

- Write personal thank you notes to anyone you interacted or interviewed with
- Follow up with the hiring manager on the timeline given

VIRTUAL/PHONE INTERVIEW TIPS

- Test the camera and microphone before the interview
- Ensure you are in a well-lit, quiet setting
- Make sure your background is clean or utilize the blur/green screen features
- Remember to look at the camera, not at yourself when talking