Interview Checklist

Scheduling the Interview:
☐ Check e-mail daily – respond within 24 hours
☐ Take excellent phone messages – Mom/Dad/ Siblings/Answering machines
☐ Have a calendar and know schedule to avoid conflicts
☐ Ask for specific directions – parking, entrance, security, building, floor, etc…
☐ Ask whom you’ll be interviewing with – name/title, phone number
☐ If you must reschedule, contact the company 24 hours in advance. DON’T BE A NO-SHOW! In case of emergency (flat tire, etc…) call the company immediately

Preparing for the Interview:
☐ Take a trial run to the interview site – allow for traffic during rush hour
☐ Research the company – website/company brochures/literature
☐ Practice sample questions
☐ Know what you are going to wear – be prepared from head to toe
☐ Make extra copies of your resume, references, letters of recommendation – place in portfolio
☐ Prepare four to five questions to ask the interviewer

The Interview:
☐ Arrive 5-10 minutes early
☐ Inform receptionist you’ve arrived, share your name and that you’re an MSU student
☐ Use professional body language – make eye contact and, what the heck, smile too!
☐ Give a firm handshake and use the Interviewer’s name in introduction
☐ Don’t be afraid to refer to your resume or info in your portfolio to answer questions
☐ Establish and build rapport by answering questions with great detail and expression
☐ Show personality, confidence and SHOWCASE your skills & experiences

Closing the Interview:
☐ This is when you ask your four or five questions
☐ Ask the time frame of the final decision and if you’ll be contacted either way
☐ If interviewer doesn’t ask, OFFER a copy of your references and letters of recommendation
☐ Ask for a business card of each interviewer (VERY IMPORTANT)
☐ Smile, firmly shake the interviewer’s hand and thank them for their time

Post Interview Work:
☐ Write “Thank you” letters to all interviewers within 24 hours –use business cards collected for correct spelling of names, titles & addresses - example letter attached
☐ Contact your Career Center with an update to reflect on your performance – highs and lows
☐ Follow up if you haven’t heard anything after a week to 10 days

Best of Luck & Have Fun!