

✓ INTERVIEW CHECKLIST

Being prepared for your interview can increase your confidence and chance for landing the job

Before You Interview

- ☐ Review your resume and the job/internship description:
 - ☐ Think about interview questions that will be asked based on the job description
 - ☐ Conduct [company research](#) to answer, "What do you know about this company?"
 - ☐ Practice the 3 types of interview questions (*Traditional, Behavioral, and Technical*):
 - ☐ [Elevator Pitch feature on Vmock](#)
 - ☐ [ChatGPT Prompts for Interview Prep](#)
 - ☐ [Sample Interview Questions with Answers + Additional Questions](#)
 - ☐ [Use the CAR method to answer behavioral questions \(e.g., tell me about a time...\)](#)
 - ☐ [How to use the STAR interview response technique](#)
 - ☐ [Schedule an Interview Assistance Appointment](#)
 - ☐ Interviews can be virtual, one-way (record your answers), or in-person
 - ☐ Prepare a [list of questions](#) to answer, "What questions do you have for us?"
 - ☐ Make sure your outfit will be [professional](#).
 - ☐ [How To Talk About Salary in an Interview](#)
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The day of

- ☐ Arrive 15 mins early (if in-person), or join video call 5 mins early (if virtual)
 - ☐ Turn off or silence your cell phone
 - ☐ Be polite and friendly to everyone
 - ☐ Greet the interviewer by name, shake their hand and introduce yourself
 - ☐ Listen and interact with your interviewers. Smile and be aware of your body language.
 - ☐ Answer all questions honestly
 - ☐ Ask your prepared list of questions:
 - If you don't already have it, ask for contact information to follow up
 - ☐ Conclude the interview:
 - Re-express your desire for the job/internship
 - Ask what the next steps will be, and when they plan to make a decision
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After Your Interview

- ☐ Write down key points of the interview as soon as possible
- ☐ Send a thank you note to each of the interviewers within 24 hours. This is your chance to show how interested you are and prove, once again, that you're the right candidate for the job.
- ☐ [Thank you letter template](#)
- ☐ Follow-up if you've not heard anything within the time frame discussed

ADDITIONAL INFORMATION AND RESOURCES:

[UTSA Career Center Website](#)