



Interview Checklist

Overview

Use the following checklist to prepare for your interview. Good luck!

Before

- **Professional appearance**
 - Dress appropriately
 - Present yourself in a polished manner
 - Be professional but also in line with industry culture and standards
- **Small talk**
 - Build rapport with the interviewer
 - Craft a comfortable atmosphere.
 - Keep it professional and relevant to avoid veering off track.
- **Self-confidence and comfort level**
 - Be confidence in your abilities
 - Feel comfortable with the interview process

During

- **Eye contact**
 - Maintain good eye contact to shows confidence and attentiveness
 - Demonstrate you are actively listening and engaged in the conversation
- **Appropriate tone of voice and volume**
 - Convey your confidence and enthusiasm
 - Ensure your message is heard and understood.
- **Body Language: facial expressions, mannerism, movements**
 - Convey Attentiveness and Professionalism
- **Shared skill statements**
 - Provide examples of your skills and experiences
 - Make your qualifications relevant to the job.
- **Appropriateness of responses**
 - Tailor your responses to the questions asked
 - Consider the context of the interview
 - Responses should be relevant, concise, and professional
- **Said interviewer's name during interview**
 - Build rapport but natural
- **Asked interviewer appropriate questions**



- Demonstrate your interest in the role and company
- Gather more information to assess fit.
- **Wrap up by reiterating your interest in the job**
 - Conclude the interview by restating your enthusiasm for the role and the company

After

- **Thank the interviewer**
 - Show professionalism and appreciation for the interviewer's time and consideration
- **Ask for the next step in the interview process**
 - Show proactive interest
 - Know what to expect moving forward
- **Contact them if you haven't heard back**
 - Show continued engagement

Source

University of Colorado Boulder (n.d). *Interview Evaluations*. Career Development. February, 2024, from https://www.colorado.edu/hr/sites/default/files/attached-files/interview_evaluation_3-25-21_-_with_logo.pdf