

# ***THAT OTHERS MAY RISE***

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## **Interview Checklist**

**Before the Interview:** Know the job and company you are interviewing for, research it.

### **I. When the Call or Email Comes for the Interview**

- a. What, Where, When, Who and How? Write it down, any special instructions?
- b. How many people will sit on the board and who (positions).
- c. How will the interview be conducted?

### **II. Prepping for the Interview: Prep should be job specific.**

- a. Reuse Your Resume Accomplishment List:
- b. **Situation / Scene, Task, Action (yours), Result (STAR).**
  - i. **Situation / Scene:** What is happening, what is the problem that needs to be fixed?
  - ii. **Task:** What needs to be done by you?
  - iii. **Action:** What did you do?
  - iv. **Results:** What was the end result?
  - v. Six to eight (6- 8) different scenarios.
  - vi. Rehearse, Rehearse, Rehearse, MUST practice OUT LOUD.
  - vii. One to two (1-2) minutes answers.
- c. **Location:** Know the interview location, do a dry run.
  - i. **Prepare a Mini-Portfolio / Paper:** Think of it as, an abridged version of a portfolio, highlighting “why they should hire YOU over the other candidates.”
    1. **Introduction; Letters of Recommendation; Work Products; List Honors and Recognitions; Pictures, etc.** Put it all in a folder / binder.

### **III. The Interview**

- a. **Dress the Part:** Pressed and clean clothes and appropriate clean shoes.
- b. **Don't Over Do It:** Easy on the cologne / perfume, and jewelry. No headphones.
- c. **Be Early:** Check traffic, be early even if you have to wait in the parking lot or coffee shop.
- d. **Arrival to Room:** Fifteen (15) minutes early, be polite and ask where you can wait.  
**Note: If by Phone / Video:** Confirm number know how the video / media equipment operates
- e. **Materials:** Bring a clean tablet and pen for jotting down any notes.

### **IV. Meeting the Interviewers**

- a. **Interviewers:** Introduce yourself, respectful and courteous. Eye contact not a stare down.
- b. **Mini-Portfolio / Letter:** Hand out your portfolio / letter / paper
- c. **Intro / Questions:** Listen and ask questions! No twenty (20) questions! Is it OK to jot down notes and may you refer to notes?

### **V. Interview Questions:**

- i. Listen to the question, ask clarification questions.
- ii. Remember short, concise and to the point answers. Use STAR. 1-2 minutes.
- iii. Divide your eye contact equally amongst them as you answer.
- iv. Don't BS, be up front if you don't know, provide a best answer that might fit.
  1. In-Person: Be sharp, maintain eye contact, good posture, read their visual cues.
  2. Video: Delay in sound; where is the camera; body language may be hard.
  3. Telephone: Ensure they know when you are finished answering a question.

### **VI. Finally. Let the interviewers wrap it up.**

- a. Ask when and how they would notify you of selection for the position.
- b. Tell them why you are the good choice for their team!

### **VII. Follow-up After**

Send a Thank You Note, remind them why you are a good fit. No ego.