## Interview Guidelines and Checklist

Preparing for the interview

Do your research

Learn about different types of interview styles

• Behavioral-based: Involves structured set of questions focused on job of interest, your previous work experiences, your

 What are the salaries like at this organization? Do they pay competitively? Review sites like Glassdoor.com.

Know your resume

your goals, strengths, and skills, so that you can discuss them

## succinctly.

Review your resume and consider the following questions:

- What are your most relevant projects or experiences related to the job?
- What other related experience, skills, knowledge, and transferable skills do you have?
- Identify your strengths and weaknesses, how you capitalize on your strengths and are working to address your weaknesses.

Prepare questions to ask

The interview is also your opportunity to ask questions and interview the interviewer. Think about structuring questions about the position, organization, hiring process, timelines, and substance of work. Examples:

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