

Interview Preparation Checklist

Preparation for the Interview

- Find one career objective to focus in on during the interview
- Familiarize yourself with your resume and design a story that ties your experiences together
- Research key facts of the employer and the organization's mission statement, and be prepared to discuss why you want to work for that employer
- Get in touch with any contacts in a professional network who can be of assistance and approach them appropriately
- Determine 3-5 questions to ask the employer/interviewer about the job or organization
- Brainstorm answers to potential questions and familiarize yourself with stories from your career/academic/volunteer history that focus on the core competencies of the job
- Identify your strengths and weaknesses and become comfortable discussing them
- Participate in a mock interview with a career adviser at the Office of Career Services
- Review any information you were given about the interviewer/s
- Find an interview outfit suitable to the workplace environment
- Plan the best way to the interview office in advance, to avoid being late on the day of the interview
- Prepare references and contact them ahead of time, in case you are prompted for them by the employer
- Utilize the SIPA Guide to Careers in International Affairs, OCS advisers, and other OCS resources

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