



Twardowski Career Development Center
West Chester University
West Chester, PA 19383-4230

610-436-2501
fax: 610-436-3160
www.wcupa.edu/cdc

INTERVIEW SKILLS CHECKLIST

- ❑ Review the job description-many of your questions will be related to requirements listed here
- ❑ Research the organization through the internet, brochures, newspaper etc. Be able to articulate *specifically and enthusiastically* why you want to work for this organization.
- ❑ Take extra copies of your resume, notepad, pen and references to the interview. Buy a black portfolio to bring with you
- ❑ Prepare the questions you wish to ask—only ask questions you can’t find answers to yourself (excluding salary)
- ❑ Plan on arriving 15 minutes early and dress on the conservative side (See “Dress for Success”)
- ❑ Sometimes employers bring “greeters” to their Interview Day to campus interviews. Greeters are usually WCU alumni and are available in the waiting area to talk with the candidates
- ❑ Give a firm handshake and smile
- ❑ Answer questions honestly, but in the best, most positive light. Do not badmouth previous employers, professors or students
- ❑ Be able to express, specifically, the marketable skills you have to offer to the organization and provide details for the brief content on your resume.
- ❑ Make some notes about the interview right after you leave
- ❑ Send a “thank you” letter or e-mail ASAP to interviewers, be sure to spell names correctly and know titles. Ask for business cards before leaving