



Twardowski Career Development Center
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INTERVIEW SKILLS CHECKLIST

- Have a copy of the job description
- Research the organization through the internet, Vault-CDC website, brochures, newspaper etc. (Examples: Products, new developments, locations, CEO, Values & Mission). Be able to talk about why you want an opportunity with the 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")
- Be polite to everyone you meet there
- Sometimes employers bring "greeters" to their Interview Day. 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.
- Be able to express, specifically, the marketable skills you have to offer to the organization (see sample questions, including Behavioral Questions and provide details to an employers. They only know you from your resume.)
- Do not badmouth previous employers, professors or students
- 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