# How to Prepare for and Succeed at On-Campus Interviews

## Checklist

### Days Before the Interview
- Read the job description including the Job Summary, Essential Qualifications, and Preferred Qualifications.
- Research the department/office.
- Choose and prepare an appropriate interview outfit and accessories.
- Gather materials for interview (pen/pencil, clean copy of your résumé/cover letter, a bottle of water, a briefcase or other professional looking bag to carry it in).
- Identify and confirm professional references.
- Practice potential interview questions.
- Write out any questions you have about the job or the department.

### Day of the Interview
- Avoid perfume/cologne.
- Chew gum.
- Avoid smoking.
- Arrive 10 – 15 minutes prior to interview.
- If applicable, warm your hands.

### During the Interview
- Smile early and often.
- Engage in informal (and appropriate) “chit chat.”
- Introduce yourself to the committee.
- Avoid discussions of salary, preferred work schedules, etc.
- Listen to each question in its entirety before responding.
- Always speak in positive terms regarding your current work place, supervisor, co-workers.
- Set and maintain a high-level of enthusiasm.
- Stay on point.
- Articulate early and often that you are enthusiastic about this specific opportunity.

### After the Interview
- Ask thoughtful, job-related questions of the search committee.
- Email (or hand write) a “Thank You” to the chair of the search committee.
- Direct follow-up questions to Human Resources.
- Notify professional references of potential calls.
- Be patient and positive – it can take close to a month between interview and job offer.
- Remember that the selection process is Two-Way, use the interview to confirm or negate your interest in the position. If you are no longer interested, withdraw from the search.