INTERNSHIP ARCHITECTS

CHECKLIST
INTERVIEWS

You have worked hard to submit applications, and now, not surprisingly, companies are contacting you about interviews. Follow the steps of this checklist to be ready for a real-time interview (most of this is NOT applicable to one-way, recorded interviews such as Hirevue).

ALL INTERVIEWS (general)

Setting up the Interview:

- ☐ Respond quickly to calls/emails to schedule an interview
- ☐ Schedule date and time
- ☐ Find out if in person or virtual interview
- ☐ Confirm details such as: type (screening, first round, etc), length of interview, who you will be meeting, what the interview will entail

Self Reflection/Interview Preparation:

- ☐ Review the job posting thoroughly, reflecting on your abilities
- ☐ Come up with your "talking points"
- ☐ Think about your past experiences and use examples to illustrate your talking points
- ☐ Prepare an answer for "why should they hire me?"
- ☐ Practice answering interview questions (AI can help generate list of questions) outline answers

Learn about the job and company:

- ☐ Review the job posting
- ☐ Review the company website, social media sites and company page on LinkedIN
    - ☐ Find someone to talk to you about the company/department
- ☐ Look up the people you will be meeting on LinkedIn/company website
- ☐ Prepare a list of questions to ask

During the Interview:

- ☐ Be the best possible version of you

- [ ] Be courteous and professional with everyone you meet
- [ ] Answer questions thoroughly, give examples
- [ ] Avoid filler words (Umh, ahh, like, ya know...) and casual language (you guys)
- [ ] Positive body language, sit with good posture
- [ ] Ask good questions
- [ ] Find out next steps and timeline
- [ ] Thank everyone as you depart

After the Interview:

- [ ] Write down any notes
- [ ] Send thank you notes to everyone who participated in the interview
- [ ] Follow up based on timeline

IN PERSON INTERVIEWS

- [ ] Ask about directions, parking, office number and security measures when setting up the interview
- [ ] Dress professionally, take professional bag (if necessary)
- [ ] Take a professional padfolio and a few copies of your resume
- [ ] Take a water bottle
- [ ] Drive to the location (if local) a day or two before to know where you're going
- [ ] Leave plenty of time to commute
- [ ] Arrive about 10 minutes early
- [ ] Turn your phone off and put it away
- [ ] Be polite and friendly to ALL people you meet
- [ ] Shake hands with a strong, professional handshake
- [ ] Make eye contact, if multiple people make eye contact with everyone (start with whomever asked the question)
- [ ] Smile

VIRTUAL INTERVIEWS

**DO NOT use AI during the interview!!

- [ ] Familiarize yourself with virtual interview platform, Zoom, Meet, Teams
- [ ] Find a quiet location, be sure no one will interrupt you
- [ ] Be sure to review what is behind you on camera (find a blank wall)
- [ ] You may use the blur feature, other filters or virtual backgrounds not recommended
- [ ] Use a laptop/desktop (not a phone)
- [ ] Sit at a table or desk
- [ ] Check to have good lighting
- [ ] Turn off phone
- [ ] Turn off notifications
- [ ] Dress professionally
- [ ] Log in 5-10 minutes early
- [ ] Look at the camera (not at yourself)
- [ ] Have your resume, tablet/pen and water on the desk
- [ ] Make eye contact
- [ ] Smile