

Interview Checklist

Career Services SML



Preparation for the Job Interview

- Consider how long it will take you to get there, and allow enough time for traffic jams or other delays.
- Find out what you can about your interview partner (name, job title).
- Ask in which language the interview will be conducted (for international companies).
- Make sure you have the name(s) of your interview partner(s) written down, and also that you have a telephone number in case there is an unforeseen delay (e.g., if your train is canceled).
- Reread the job advertisement carefully and take notes.
- When you apply for a job, anticipate the questions that could be asked, so you are as prepared as possible.
- Formulate questions about the company and the vacancy, and take them along to the interview.
- Be on time.
- Take along a clean notepad.
- Take along a copy of your resume and the job description.
- Arrive for the interview in a positive frame of mind and avoid stress. In other words, be well-rested and as relaxed as possible.
- Remember to get rid of your chewing gum before the interview.
- Find out what salary might be possible (see section salary on the website under tips and tools).

Research About the Company

- Find out how the company is positioned in the market.
- Be well-informed about the company's size, turnover, industry, operations, catchment area / headquarters / branch offices, and mission statement.
- Study the company website carefully.
- You should know the approximate number of employees.
- Gather information about the company's culture and philosophy, and take this into account when deciding what to wear. Have appropriate questions and answers ready.
- Prepare relevant questions for the interview.

Your Appearance

- Lay out your clothes the night before.
- Wear only freshly washed and ironed clothes.
- Choose clothes in which you feel comfortable.
- You should dress according to what is expected. (The financial industry dresses more conservatively while the creative sector is more casual.)

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Body Language During the Job Interview

- Maintain eye contact with your interview partners.
- A natural smile is friendly and puts others at ease.
- Follow current greeting rituals.
- Have an open posture and do not cross your arms.
- Avoid nervous gestures such as fidgeting, fiddling with objects, or touching your hair.
- Try to sit up straight; slouching makes you look unmotivated.

Behavior

- Show interest in your interview partner(s) and the company.
- Present yourself as confident and open.
- Give answers that are clear and direct; remember the STAR method.
- Express your motivation.
- Do not let yourself get flustered.
- Never argue in a personal or aggressive way.
- Do not interrupt your interview partner(s).
- Do not make critical remarks about your old employer.
- Ask appropriate questions and stay interested.
- Do not read off your answers.
- Be authentic and stay true to yourself.

THE STAR INTERVIEW RESPONSE METHOD

