

Interviewing Checklist for Internships and Practicums

X	To Do	Sources
Before the Interview		
	<i>Research the company to learn more about its background, services, products, etc.</i> -have a general understanding of what the company does. -know what type of customers the company has.	Webpage, annual report, ask others who have worked there
	<i>Talk to other students who have worked there to find out about their experiences.</i>	Professors, students
	<i>Ensure that pre & post interview communications with the company are professional.</i> -use appropriate grammar and spelling. -write in complete sentences using correct punctuation. -do not use text message lingo in your professional emails. -avoid very informal language.	Spell-check, peers
	<i>Prepare questions to ask the interviewers at the end of the interview such as:</i> -describe a typical day or week in this position. -what have been the department's biggest successes in the past few years? -how does this department fit into the overall structure of the company? -what are the most challenging and rewarding aspects of this position?	Career Builder, Monster, other web sites
	<i>Learn how to properly answer behavioral interview questions.</i> -review lists of common behavioral questions and practice them. -be able to formulate an answer that includes the situation, task/action, and result. -think about situations from school projects, volunteer work, etc. that you could draw from if you do not have much work experience.	http://www.best-job-interview.com/behavioral-interview.html or other career websites
	<i>Do some mock interviews at the career center to become more comfortable with interviewing.</i> -become mindful of your non-verbal behaviors during the interview.	SIUE Career Center
At the Interview		
	<i>Dress professionally.</i> -error on the side of being over dressed, not under dressed. -make sure your clothes are not wrinkled. -for women-do not show cleavage.	
	<i>Be able to explain the experiences on your resume in a positive, confident manner.</i> -be prepared to answer what you did, what you learned from it, how you could apply it to this job. -be able to explain it in a way that makes sense to someone who does not know about it. -do not discount the value of your past experiences by saying I was just an intern or I only got to do this, etc. Be able to focus on what was valuable about that experience.	Practice with friends, classmates
After the Interview		
	<i>Follow up with a thank you email or note.</i>	http://www.careerbuilder.com/Article/CB-747-Getting-Hired-A-Simple-Thank-You-Can-Land-the-Job/