



# Interview Preview Checklist



## Helping You Feel Ready and Comfortable

This checklist explains what will happen in the interview so you can feel calm, confident, and prepared. The goal is to help you show your best self.

### 1. What Will Happen in the Interview

#### ✓ A simple, friendly start

The interviewer will introduce themselves and explain how the interview will go.

#### ✓ Easy-to-understand questions

We use clear, plain questions. There are no trick questions.

#### ✓ Time to think

You can take your time before you answer—thinking is allowed.

#### ✓ Same steps every time

Most interviews follow this order:

1. Introductions
2. Questions about you
3. Questions about the job
4. Information about the role
5. Your questions
6. Next steps

#### ✓ Casual dress is okay

You can wear clean, comfortable clothes. You do not need business clothes.

#### ✓ We want you to feel comfortable

If you need something to help you feel at ease—more time, a quiet room, written questions, or anything else—just tell us. This is always welcome.

*continued..*



# Interview Preview Checklist *cont'd*

## 2. Getting Ready Before the Interview

- ✓ **Look over the job tasks** – Think about what you can do well.
  - ✓ **Think of a few strengths** – If you received information about the role you are applying for, think about what you do well and how this role could be a great fit for you! What are you good at? What do people often praise you for?
  - ✓ **Bring anything that helps you** – Notes, examples of your work, your device, or tools you use every day.
  - ✓ **Research the company** – You will feel more prepared. When you understand the company, you feel more ready to answer questions or talk about why you want the job.
  - ✓ **Plan to arrive early** – Think about what you can do well.
  - ✓ **Have the contact information handy** – Bring the interviewer's name and phone number in case you need help finding the place.
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## 3. Things You Can Ask For

You can ask for anything that helps you do your best, such as:

- ✓ Having questions spoken, written, or both
- ✓ A quieter room
- ✓ Extra time to think
- ✓ Breaks if the meeting is long
- ✓ A video call instead of meeting in person
- ✓ Having someone join you for support
- ✓ Using your own way of communicating (typing, writing, devices, etc.)

These are all normal and okay to ask for.

*continued...*

# Interview Preview Checklist *cont'd*

## 4. During the Interview

- ✓ **Ask if you need something repeated or explained.**
  - ✓ **Take your time—thinking is allowed.**
  - ✓ **Notes are fine to use.**
  - ✓ **Be yourself.**
  - ✓ **Share examples from work, school, home, or volunteer experiences.**
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## 5. After the Interview

- ✓ We will tell you what happens next and when you will hear from us.
  - ✓ You can ask questions afterward if you think of something later.
  - ✓ If you forgot to say something important, you can reach out—this is completely normal.
  - ✓ Breaks if the meeting is long
  - ✓ A video call instead of meeting in person
  - ✓ Having someone join you for support
  - ✓ Using your own way of communicating (typing, writing, devices, etc.)
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## 5. Helpful Reminders

- You're not being tested—we just want to learn about you.
- We want you to feel relaxed and confident.
- This is a two-way conversation.
- Your skills and potential matter most.