

Interview Checklist

For Before, During, and After

Print out this checklist to make sure you are absolutely, positively ready for the interview.

Before	
<input type="checkbox"/>	Make an interview appointment at a college in which I'm interested.
<input type="checkbox"/>	Mark the date and time on my calendar or datebook.
<input type="checkbox"/>	Learn what type of interview to expect—such as a student interview vs. an alumni interview.
<input type="checkbox"/>	Research the college by reading its brochure and course catalog and visiting its website.
<input type="checkbox"/>	Make notes about why I want to attend this college.
<input type="checkbox"/>	Try several practice interviews where I've taken turns being the interviewer and interviewee.
<input type="checkbox"/>	Review the questions an interviewer might ask and think about what my answers will be.
<input type="checkbox"/>	Prepare questions to ask the interviewer.
<input type="checkbox"/>	Get directions to the college's campus and admissions office.
<input type="checkbox"/>	Choose an appropriate interview outfit.
<input type="checkbox"/>	Gather any documents I might need, such as my test scores and high school transcript.
During	
<input type="checkbox"/>	Be outgoing, confident, and honest.
<input type="checkbox"/>	Discuss my academic background and high school.
<input type="checkbox"/>	Discuss my life outside of the classroom, including activities, community service, and hobbies.
<input type="checkbox"/>	Stay calm with techniques such as deep breathing.
After	
<input type="checkbox"/>	Make notes about the conversation, for thank-you note material or future reference.
<input type="checkbox"/>	Pick up financial aid forms.
<input type="checkbox"/>	Take any business cards that are offered, for contact information.
<input type="checkbox"/>	Schedule a campus tour (if you didn't tour before the interview).
<input type="checkbox"/>	Ask if I can sit in on a class.
<input type="checkbox"/>	Follow up with a thank-you note to the interviewer and refer to something we discussed.