You have taken time to prepare for your interview, and finally, the day has arrived. Review this checklist and mark each box to make sure you are ready for your interview.

- ☐ Confirm the type of interview (e.g., one-on-one, group/panel), format (e.g., in person, virtual), location, and date/time.

- ☐ Research the organization, its mission, history, leadership, team/members, projects, and recent news.

- ☐ Review the job description and think about how you will successfully communicate ways that it aligns with **who you are** and what you hope to do next.

- ☐ Learn more about the hiring team/interviewers.

- ☐ Consider your audience, focusing on particular aspects of your work that might resonate with them.

- ☐ Practice effectively communicating your responses to **common interview questions**.

- ☐ Prepare a list of **questions for the interviewer(s).**

- ☐ Dress in business attire.

- ☐ For a remote interview, make sure to test their video conference system, check your technical setup, and be "**camera-ready**."

- ☐ Bring your CV and cover letter for each interviewer (in hardcopy form for in-person interviews and as a PDF for virtual interviews).

- ☐ Also bring a notepad/pen for your notes and water/snacks.

- ☐ Arrive early.

- ☐ Go in with a calm confidence and be yourself!