



## INSTRUCTIONS:

Each box on this document lists a key quality of a strong interviewee. Read this checklist before participating in a mock or actual interview and follow the guidelines as you prepare for it. After the interview, use this checklist as a self-assessment tool for your performance.



## OPENING/FIRST IMPRESSIONS

- Punctual and show preparedness
- Polite and courteous
- Dress in business attire
- Greet the interviewer and thank them for their time.
- Bring a copy of CV, cover letter, and notepad/pen (for in-person interviews).



## COMMUNICATION

- Convey a compelling story of who you are and why you are interested in this area of work.
- Comprehend the interviewer's questions and thoughtfully respond with relevance, purpose, clarity, and focus; incorporate examples when helpful.
- Use a professional tone, pace yourself, and keep voice and volume clear.
- Utilize inclusive and respectful language.



## ENGAGEMENT

- Show attentiveness and enthusiasm while remaining calm.
- Approach the conversation with confidence and humility.
- Engage in close listening while finding good moments to share comments and make connections in response to the conversation.

*It is important to consider how different cultural expectations and backgrounds can impact non-verbal styles of engagement and communication.<sup>1</sup>*



## PRESENTATION OF SKILLS

- Understand the work of the organization and job responsibilities.
- Demonstrate strong scientific knowledge that aligns well with the duties of the role, work of the team, and organization's mission.
- Exhibit high potential to meaningfully contribute to the organization's goals by effectively making connections to the focus, accomplishments, and aspirations of your research.



## CLOSING/LASTING IMPRESSIONS

- Continue to show genuine interest in the opportunity throughout the interview.
- Ask questions that are appropriate, demonstrate preparedness, and flow well with the conversation.
- Thank the interviewer again for their time.
- Send a "thank you" email following the interview.