

## Interview Success Checklist

TASKS	YES	NO
I am prepared for all the various approaches used to interview candidates during the hiring process.	<input type="checkbox"/>	<input type="checkbox"/>
I have done my homework before the interview by researching and learning as much as I can about the company, the job posted, and the salary range of the position.	<input type="checkbox"/>	<input type="checkbox"/>
I am prepared to adhere to best practices during each step of the hiring process so that I can make the best impression.	<input type="checkbox"/>	<input type="checkbox"/>
I am prepared to send a thank-you email or note to each employer that I interview with <b>and</b> to inform my references so that they may be prepared if contacted by an employer.	<input type="checkbox"/>	<input type="checkbox"/>
I have prepared a response and practiced answering at least 5 standard and common interview questions.	<input type="checkbox"/>	<input type="checkbox"/>
I have practiced and am prepared to use my elevator pitch to answer the question "Tell me about yourself."	<input type="checkbox"/>	<input type="checkbox"/>
I have prepared a response to and practiced answering at least three situation-based interview questions utilizing the SAR method.	<input type="checkbox"/>	<input type="checkbox"/>
I have prepared 3-5 follow-up questions for the employer.	<input type="checkbox"/>	<input type="checkbox"/>

An additional resource, the **Illinois workNet Interview Practice Tool**, lets you practice, record and review your responses to common interview questions. To access the interview practice tool, you must first establish a user account at [www.illinoisworknet.com/](http://www.illinoisworknet.com/)