

The Technical Job Seeker's Go To Interview Checklist



Congrats! The job you applied to contacted you for an interview. **Now what?**

Whether interviewing over the phone, in person, or over video, preparation is key. Use this checklist to prepare and ensure you make a great first impression.



Wait – what role is this?

Find the original job posting you applied to and highlight the parts that excite you so that your enthusiasm comes across during the interview.



#TeamTriComTip

It's a good idea to take notes alongside the posting AND on your resume so that during the interview, you'll be ready to cite examples of how your past experience makes you a great candidate.



Do your research.

Familiarize yourself with what the company does, how long they've been in business, the number of employees, and their locations.

Make a list of at least [10 questions](#) to ask during your interview. [Questions](#) show forethought and engagement and will make you a more attractive candidate.



#TeamTriComTip

You want them to want you. Even if this role ends up not being the right fit, you never know where things could lead. Maybe another, better fitting role opens up at this company down the road, or the hiring manager you interview with takes a new role at a company you would love to work for.



Brush up on your tech.

Crack open a book for a refresh on any of the tech you're less familiar with or haven't worked with recently. Be prepared to cite examples of ways you've used relevant technologies in your recent projects. If possible, make sure your GitHub is up to date.



Practice makes perfect.

Practice your answers to [common interview questions](#) with a friend, family member, or your recruiter. Your responses should be detailed, roughly 1-2 minutes long. Don't be afraid to follow up your answer by asking your interviewer if they were looking for additional details, or confirm you answered their question. Clear communication is crucial during interviews.



#TeamTriComTip

Utilize the [S.T.A.R. Technique](#) (Situation, Task, Action, Result) when answering questions. Your responses will be stronger because they'll be centered around concrete examples from your past experience. This format also helps to reassure your interviewer that you can do this job.



Dress for success.

Whether your interview is over video or in an office*, select a professional outfit that makes you feel confident. Studies have shown that interviewers decide within the first [10 seconds](#) whether you're right for the job. Your first impression is your appearance, so make it count!

**If your interview is scheduled to be in-office, it might be a good idea to ask if the company has any requirements around PPE during this time. They may want you to wear a mask and bring your own water bottle from home.



#TeamTriComTip

Make time before your interview to psych yourself up! You want to come across excited about the role, so dedicate a few minutes to put yourself in a positive and energetic headspace – whether that means listening to some pump-up music, doing some jumping jacks, or a quick jog!



Tone and body language speak for themselves.

Always practice [good body language basics](#) like eye-contact, engaged posture, and mirroring. Be polite and friendly to everyone you interact with. It's not uncommon for interviewers to ask how a candidate acted toward the person at the front desk. And keep in mind, in the wake of COVID-19 and [social distancing](#), your interviewer probably won't want a handshake.



#TeamTriComTip

As many companies are still opting for video interviews at this time, double and triple check your technology before the interview. The fruits of your body-language-practice can't come across if you've got a frozen or jumpy frame!



Always follow up.

After your interview, always follow up with a "thank you." If you can, personally message each individual you met with and reference something specific you spoke with them about. [57% of job seekers](#) don't send thank you notes, so take this opportunity to set yourself apart from the competition.

Ready to put this checklist to work with more interviews? TriCom is currently hiring for a number of IT roles. [Search our jobs](#) and [apply today!](#)

