Preparing for an Interview

You have an interview! Congratulations on getting this far in the process.
The following is a checklist to help you make sure you cover all your bases in preparing for an interview.

Before the Interview:

☐ Sign up for a mock interview with CPD. This is an excellent way to get feedback, get help organizing your thoughts, and get countless other tidbits to help your presentation in this sometimes all-too-brief encounter. Just call 651-962-4860 or email lawcareers@stthomas.edu to set it up – ask for 45-minute mock interview time slot.

☐ Call the employer ahead of time and find out your schedule and with whom you will meet.

☐ Talk to other people about the employer: CPD staff, professors, clinic fellows, adjunct professors, 2Ls, 3Ls, or UST alums who work, have worked, or know someone who works for the company.

☐ Review the company website and prepare four to five firm-specific questions to ask during the interview.

☐ Prepare your “3 three’s”:
  - Three reasons they should hire you (with examples)
  - Three reasons you want to work there (specific to them)
  - Three questions (at least) for them that are very specific to their organization.

For the day of the interview:

☐ Bring extra copies of your resume, your list of references, a copy of your transcript, and extra copies of your writing sample. Also, bring a pen and paper to take notes, and keep everything organized in a nice leather portfolio.

☐ First impressions are critical. Be calm and confident, but not arrogant. Be very kind to any support staff.

☐ Greet the interviewer by name with a firm handshake. (Practice pronouncing the name before you get there!)

☐ Check yourself for good posture and eye contact.

☐ Keep your answers brief and concise but with detailed examples of your past experience and positions.

☐ Do not fear silence.

Follow-up after the interview:

☐ Evaluate how you did. Immediately take down some notes of your impressions of the interviewers, their questions and your answers. Think about how you could improve the next time.

☐ Write handwritten thank-you notes addressed to your interviewer(s) within a week. Keep it short, but include something from the interview to personalize it.

☐ Follow-up regarding the status of your candidacy if you have not heard anything at the end of two weeks (or the timeframe the employer gave you.)