

Interview Preparation Checklist

Item	Check when Done
Filled out the post-practice Interviewing for Academic Positions <i>summary</i>	
Identified 3-5 main <i>themes</i> for my candidacy (i.e. fit for the position)	
Completed the <i>Interview Preparation Worksheet</i>	
Engaged in a <i>self-evaluation</i> * practice session	
Participated in a <i>peer-evaluation</i> ** practice session	
Conducted a <i>professional videotaped</i> *** practice session	

***Self-Evaluation:** Identify key interview questions you anticipate you may be asked based on the type of interview, and the research you've conducted about the institution. Although it may not seem intuitive, writing notes or a short narrative of your responses is incredibly helpful. Writing helps you flesh out content and determine a structure for your answers. Take your self-evaluation a step further by practicing in front of a mirror and/or recording yourself responding. Then, review your performance paying attention to both the *structure* and *content* of your answers.

****Peer Evaluation:** Seek out the eyes and ears of a trusted friend, significant other, mentor, or peer graduate student who will give you honest and constructive feedback. Role-play the interview by giving your peer-reviewer a specific job posting and a list of questions. Instruct this person to ask the questions randomly, and to even make up some of his or her own. You can also ask your helper to watch your self-made video. Provide a review sheet indicating what interview elements you would like your peer-reviewer to specifically evaluate.

*****Professional Evaluation:** Generally your home career services office (The Career Center for all LSA graduate students) provides videotaped mock interviews. This gives you an opportunity to practice interviewing with a professional career counselor. To find your home career office go to: <http://careercenter.umich.edu/article/phd-students>. For LSA graduate students schedule an appointment at: <http://careercenter.umich.edu/contact/makeappointment>.