

# Interview Preparation Checklist

## Prior to Interview

- Research the employer before the interview

 Check for a company website. This will tell you the name, location, area of practice, and who is in their company.



LexisNexis or Westlaw will allow you to search under many databases for firm and attorney information



Check out the State Bar of Texas website for individual attorney information



The Texas Legal Directory has a biography section



Visit [www.martindale.com](http://www.martindale.com)



Know the name of the interviewer(s)



Look up driving directions and know how long it will take you to get there.



Call the employer and ask about parking if it's not obvious

- Prepare questions to ask the interviewers based on your research  \*See handout
- Anticipate possible questions and practice answers to them  \*See interview workbook
- Go through each of your experiences or “bullet points” in your resume and make a list of the specific accomplishments or skills that resulted from that experience



Example: having good judgment; having good research and writing skills; having good people skills; being a team player; being thorough; persistent; resourceful, etc.

- Review the job posting or any other material that might indicate the employer's needs for that position. Match up your accomplishments/skills with the employer's needs.



Example: In a past work experience, you negotiated real estate contracts for a large corporation. The potential employer you are interviewing with represents a major builder/construction company. You can say in your interview that because of your prior work experience negotiation real estate contracts you feel confident that you could help the employer with their major client.

- Get a good night's sleep

## Day of Interview

- Get up with time to get ready, eat breakfast, and check traffic
- Dress conservatively, but comfortably  \*See interview workbook
- Bring extra copies of your application materials (resume, transcript, writing sample and references) even if you gave them to the employer with your application.
-  Application materials should be carried in a portfolio not a backpack
- Being on time means being there and ready to interview 15 minutes before your scheduled time.



If you're early, use the time to freshen up, or bring something to read



Be polite to the support staff. Be aware anything you say to them could get back to the employer

- During the interview, use appropriate body language  \*See handout

## After the Interview

- At the end of the interview, thank the interviewer for his or her time
- Follow up with a brief handwritten thank-you note or email  \*See handout