**Interview Prep Checklist**

The Details

* What type of interview?
* Whom will I meet?
* Contact info:
* Travel Details
* Reimbursement Procedure
* Expectations/Agenda
* Do I know anyone (or know anyone who knows anyone?)

Interview Study Materials

* School information
  + University mission statement
  + Dept vision/mission
  + Faculty names/roles
  + Courses offered
* Paperwork (bring multiple copies)
  + CV
  + Cover Letters
  + Teaching Philosophy
  + Syllabi or other Teaching Portfolio materials
* Potential Questions and Answers
  + Compose answers to potential questions in advance
  + Prepare STAR examples for teaching, scholarship, and service
  + Prepare questions you want to ask them
  + Why am I a “good fit”

“I am excited... “

“I can contribute...”

Practice

* Mock Interview
* Practice Job Talk/Teaching Demo
* Suit-up