**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