Interview Preparation Checklist

Your Name:

☐ Step 1 | Inventory Your Strengths, Skills, and Accomplishments

For each strength or theme, provide three to four accomplishment stories or examples. Each example should be concise and you should be able to articulate it in no more than 60 seconds. Upon completion, you should have around 10-15 examples that communicate the unique and relevant value you can contribute to an employer.

Strength/Theme 1

- Example 1
- Example 2
- Example 3
- Example 4

Strength/Theme 2

- Example 1
- Example 2
- Example 3
- Example 4
Strength/Theme 3

- Example 1
- Example 2
- Example 3
- Example 4

Strength/Theme 4

- Example 1
- Example 2
- Example 3
- Example 4

☐ Step 2 | Research the Employer

Use the prompts below to jump start your employer and interviewer research. Use a separate Word or Excel file to document your research for review before your interview.

Employer Research

- What practice areas are represented in the office or offices you’re interviewing for?
- In general terms, who are the employer’s clients? Do they have institutional clients or individual clients? Do they represent plaintiffs or defendants?
- What is the organization’s culture and if applicable, its mission?
- What qualities does the employer value in interns and attorneys?
- Are there any recent developments, press releases, or filings pertaining to the employer?
Interviewer Research

- Who are your interviewers?
- Where did they go to law school, and what activities were they involved in?
- What have they done career-wise since graduating from law school?
- Are there any recent developments, press releases, or filings pertaining to their work?

☐ Step 3 | Develop your Core Message

Draft your core message based on your strengths, interests, skills, experiences, and what you know about your interviewing employer.

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☐ Step 4 | Prepare Your Questions and Responses

Review your application materials and outline responses or themes to common questions legal employers ask. Prepare personalized questions for your interviewers based on your research. Use a separate Word or Excel to document your responses for review before your interview.

☐ Step 5 | Practice Your Delivery

Schedule a practice interview with the CSO by stopping by TNH 3.130 or contacting us at 512-232-1150 or cso@law.utexas.edu.

Date _________________________________________________________________________________________

Time _________________________________________________________________________________________

Practice Employer Will Be _________________________________________________________________________