

Observe and Reflect: An Interview Checklist

Apply your observation skills. Review these questions before and after you attend a job interview to decide if this role and organization are right for you.



- To what extent do your values match the organization’s stated values (e.g., on the website)?
 - Is the industry, mission, and/or role aligned with your own personal values?
- To what extent does the organizational culture appear to be a good fit for you?
 - Are you expected to attend after hours events, such as happy hours? Does this match your lifestyle and goals?
- How would you describe your reactions to your future boss? Your colleagues?
 - Did you feel a positive connection or did anything give you pause?
- Did you feel welcomed?
- What did you learn by observing any workplace interactions?
- Did you learn anything new about the job expectations?
 - Does the role still match the written job description?
- Is the configuration of the workspace likely to affect your performance?
- Did you sense that all aspects of you as a person were accepted by those you interacted with in the hiring process?
 - Were your personal boundaries and time respected?
- To what extent will this organization accommodate any special circumstances/needs you face?