

# PARALEGAL INTERVIEW PREPARATION CHECKLIST

The ultimate guide to acing your paralegal interview.

## BEFORE THE INTERVIEW:

### Research the Firm:

- Understand the firm's culture and values.
- Familiarize yourself with the firm's major cases and achievements.

### Know Your Interviewer:

- Look up your interviewer's profile on LinkedIn.
- Read any articles or publications authored by them.

### Review Job Description:

- Highlight skills and experiences that match the job requirements.
- Prepare examples to demonstrate these skills.

### Prepare Your Stories:

- Have 2-3 stories that showcase your achievements, problem-solving skills, and teamwork.

### Practice Common Interview Questions:

- "Tell me about yourself."
- "Why do you want to work here?"
- "What are your strengths and weaknesses?"

### Prepare Questions for the Interviewer:

- "What do you enjoy most about working here?"
- "Can you describe the team I'll be working with?"

## DAY OF THE INTERVIEW:

### Dress Appropriately:

- Choose professional attire that suits the firm's culture.

### Bring Necessary Documents:

- Copies of your resume.
- List of references.
- Portfolio of work (if applicable).

**Plan Your Route or Test your Videoconference Tech:**

- Ensure you know how to get to the interview location, or that you know how to access the online interview link (Zoom, Teams, GoToMeeting, etc.)
- Aim to arrive 10 minutes early for an in-person interview and 5 minutes early for an online interview.

## DURING THE INTERVIEW:

**Make a Strong First Impression:**

- Firm handshake.
- Maintain eye contact.
  
- Positive body language.

**Engage Actively:**

- Listen attentively.
- Use the interviewer's name in conversation.
- Be concise and clear in your responses.

**Avoid Common Pitfalls:**

- Don't speak negatively about previous employers.
- Avoid checking your phone.

## AFTER THE INTERVIEW:

**Send a Thank-You Email:**

- Express gratitude for the opportunity.
- Reiterate your interest in the position.

**Reflect on the Interview:**

- Note what went well and areas for improvement.
- Plan follow-up actions if necessary.

*As you step forward to embrace the opportunities that lie ahead, remember that every interview is not just a challenge but a doorway to new beginnings. Trust in the preparation you've undertaken, believe in your unique abilities, and let your passion for the legal field shine through. You possess all the tools you need to succeed; now is the time to use them with confidence. Go forth with determination and remember that your journey is as significant as the destination. Here's to your success – may your path be illuminated with opportunities that lead you to where you aspire to be. You've got this!*