

Job Interview Checklist

Advance Preparation (2 or 3 days before your interview):

- I have collected information about the business.
- I know the first and last name of the person I will be interviewing with.
- I know why I want to work for the business.
- I have prepared some answers to common interview questions.
- I have prepared a list of questions that I will ask the interviewer.
- I know exactly where the interview will take place and how long it will take me to get there.
- I have decided what to wear for the interview.
- I have scheduled a full night's sleep before the interview.

The Day of the Interview:

- I have a copy of my resume and letters of recommendation (if applicable).
- I have paper and a pen for notes.
- I have my list of questions.
- I have paid special attention to personal hygiene and my choice of clothing.

The Interview - Travel Time and Arrival:

- I am leaving early in case of traffic, parking challenges, or unforeseen problems. I plan to arrive 10 minutes early.
- I am relaxed, friendly, and professional with everyone I meet.
- I introduce myself to the receptionist and confirm my appointment

The Interview - Setting the Scene:

- I greet my interviewer by name and shake their hand.
- I maintain positive body language (ex: maintain eye contact, good posture, uncross arms, appropriate nods, and genuine smiles).

The Interview - Exchanging Information:

- I stay on topic and ask for clarification where necessary and when appropriate.
- I use specific examples rather than general statements when giving information about education, training, skills, and work experience.

The Interview - Conclusion:

- I ask any suitable questions that have not already been answered.
- I summarize, with enthusiasm, my interest in the position and business.
- I state my appreciation for the interview.
- I confirm, if already noted, their response date.
- I confirm that I have contact information/business cards to send thank you notes.
- I shake hands if appropriate and say goodbye.