

# Job Interview Checklist

By Alex Strickland

- ☐ Things You Need To Do Before The Interview
  - ☐ Get a professionally written resume so your resume will stand out from all the others.
  - ☐ Submit a unique, well written cover letter with each resume, specific to that company.
  - ☐ Get advice from a professional on how to chose business attire appropriate for the position you're applying for.
  - ☐ Consult a hairstylist for a professional cut or style.
- ☐ Preparing Yourself For The Interview
  - ☐ Be prepared to discuss each item on your resume in detail.
  - ☐ Research the company you'll be interviewing with so you can answer common interview questions with answers that will be relative to their business.
  - ☐ Prepare yourself to answer tricky questions regarding gaps in your resume or your reason for leaving a previous job.
  - ☐ Prepare a list of relevant questions that show your interest in and knowledge of the company.
  - ☐ Conduct mock interviews with family and friends until you feel comfortable answering their questions.
  - ☐ Prepare a list of at least 3 personal references including their names, addresses and phone numbers.
  - ☐ Update your portfolio and make sure it's neat and organized.
- ☐ The Day Before The Interview
  - ☐ Make sure you know how to get to the interview location even if you have to make a test run the day before.
  - ☐ Make sure your interview clothes are clean, pressed and in good repair.
  - ☐ Get a good night's sleep.
- ☐ The Day Of The Interview
  - ☐ Bring extra resumes in case you're asked for additional copies.
  - ☐ Bring necessary documents like your social security card and driver's license.
  - ☐ Turn off your cellphone Or better yet, leave it in the car or at home.
  - ☐ Arrive at least 10 minutes early for your interview.

- ☐ Greet the receptionist with courtesy and introduce yourself.
- ☐ Greet your interviewer with a firm handshake and call him by name.
- ☐ Answer all questions honestly.
- ☐ No chewing gum or food during the interview.
- ☐ Don't discuss salary or benefits until you've been offered the position.
- ☐ Let the interviewer know that you're interested in the position.
- ☐ Ask when they plan to make a decision.
- ☐ Ask for the interviewer's business card so you'll have accurate contact information to follow-up on your interview.
- ☐ After The Interview
  - ☐ Send a Thank You note to your interviewer within 24 hours of the interview.
  - ☐ Make a follow-up phone call to the interviewer within one week and again the day before they plan to make a decision.