

# Job Interview Checklist

By Lauren Meir

## Prepare

- Research the company** Get as much information as you can about the business. Take notes on facts that are most important.
- Know where the company is located and have your route mapped out beforehand** Estimate how long it will take you to get there, and add extra time for traffic and unexpected delays.
- Come up with a list of possible questions you might be asked** Prepare answers, but don't memorize or over-rehearse.
- Practice a mock interview with family and friends** This will help you maintain confidence and composure during the real interview.
- Call or email the company secretary or HR manager beforehand, confirming your interview** Be sure to mention you are looking forward to your meeting.
- Plan to arrive 10 minutes early** It's always better to be too early than running late. If you are running late, call as soon as possible.
- Leave personal problems or issues at home** Always act professional.
- Turn off your cell phone or put it on silent.**
- Greet the receptionist courteously and with respect.** This is where you make your first impression on your employer!

## Personal Appearance

- Dress accordingly** Even if the company has a casual atmosphere, attire should be business appropriate. If you're not sure, it's best to play it safe and err on the conservative side. Do not wear jeans.
- Clothes should be new or at least appear new** Clean, wrinkle-free slacks and shirts are a must.
- Don't wear flashy clothes, low-cut blouses, short skirts or tight shirts.**
- Accessories should be minimal** Simple is best.
- Wear close-toed shoes** Shoes should be scuff-free and clean.
- Hair should be neat and away from your face** People with longer hair should consider pulling it back.
- Nails must be trimmed, even and clean** If you wear polish, it should be without chips or cracks.

## Bring

- A new folder containing your necessary documents** You may need copies of any degrees or trade certifications.
- Two copies of your most updated resume and cover letters** Keep these in your folder.

- A list of at least three work ;references ;and two personal contacts with phone numbers.
- A pen and pencil, in case you will need to fill out additional forms.
- Your confidence! ;Don't rely on your resume to get you hired ..you need to sell yourself to the interviewer. Even if you're nervous, acting confident can improve your chances of getting the job.
- During the Interview
  - Give a firm handshake A clammy, reluctant handshake makes a horrible first impression.
  - Make and maintain eye contact when speaking and answering questions.
  - Don't interrupt the ;interviewer Wait until there is a pause before speaking.
  - Brush your teeth, have a mint or chew gum beforehand Don't chew gum during the interview.
  - Wait until you are offered a seat before sitting Sit upright in your chair. Don't slouch or fidget with your hands.
  - Be direct and speak clearly, with confidence Don't use slang.
  - Listen attentively Convey your understanding with verbal agreement.
  - Don't just answer yes or no Give detailed explanations to questions.
  - Take notes during the interview to remember crucial details.
  - Ask intelligent questions about the company or position, but save these for the end of the interview.
  - Avoid mentioning salary upfront If the interviewer asks, have an estimate ready, based on your experience and current market standards.
  - Don't inquire about vacations, bonuses or benefits until after you've received an offer.
- After the Interview
  - Close the interview with confidence Give a firm handshake with a smile.
  - Tell the interviewer(s) you are very interested in the job Ask them about the next step in the process.
  - Get the business card of the person or people who interviewed you.
  - Write thank-you emails to your interviewer(s) within 24 hours of the interview.
  - Call to follow up within the week if you don't hear back.