Interview Checklist

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# Tasks:

☐ **Pre Interview**

☐ **Attend a workshop on interviewing skills.**

☐ **Do your homework!**

☐ **Make sure you know the name of the person or people interviewing you.**

☐ **Research your interviewers - Google their names and check LinkedIn.**

☐ **Check the format of the interview.**

☐ **Think about the questions you might be asked.**

☐ **Think of the responses you could make.**

☐ **Develop questions that you can ask your interviewers.**

☐ **Put yourself in the interviewer's shoes and think of what you would want to find out about yourself.**

☐ **Practice interviewing by answering questions in front of your mirror.**

☐ **Have a friend or family member ask you questions to work on your answers and delivery.**

☐ **Videotape yourself and then watch the tape.**

☐ **Take a contact number with you in case there are any problems.**

☐ **Plan the journey and check for delays.**

☐ **Print out a map of your route.**

☐ **Leave a good half hour before you think you need to.**

☐ **Organise your portfolio.**

☐ **Bring along any relevant materials.**

☐ **Use a briefcase or attache case.**

☐ **At the Interview**

☐ **All clothing should be neatly pressed.**

☐ **Be on time.**

☐ **Look the part and be positive.**

☐ **Listen intently and respond clearly.**

☐ **Maintain good eye contact with the interviewer/s.**

☐ **Bring along two blue or black pens as well as a notepad.**

☐ **Switch off your mobile phone.**

☐ **Do not smoke during your interview or immediately before.**

☐ **After the Interview**

☐ **Evaluate your technique and the entire experience.**

☐ **Promptly send handwritten thank-you notes to each person who interviewed you.**

☐ **Relax and wait for the results of your hard work**