Job Interview Checklist

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# Tasks:

☐ **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 you 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 interview know that you're interested in the position.**

☐ **Ask when they plan to make a decision.**

☐ **Ask for the interviewers 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 interview within one week and again the day before they plan to make a decision.**