

Interview Checklist

Advance Preparation (two to three days before the interview)

- I have collected information about the business
- I know the first and the last name of the person(s) who will be interviewing me
- 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 to 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 reference sheet
- I will also bring letters of recommendation and my portfolio if I have them
- I have my list of questions (to ask the interviewer)
- I have paid special attention to personal hygiene and my choice of clothing
- I have paper and pen for notes (after the interview)

The Interview - Travel Time and Arrival

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

The Interview - Setting the Scene

- I greet the interviewer by name and shake his/her hand
- I maintain positive body language (e.g.) I maintain eye contact and I don't cross my arms or legs

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 my 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, his/her response date and ask for a business card
- I shake hands if appropriate and say goodbye