

## Job Interview Checklist

### Before the Interview:

- Select appropriate clothes — dress conservatively and stick with neutral colors.
- When in doubt, dress one step above the typical dress for that position.
- Do not wear sandals, flip-flops, scrubs, short skirts, shorts, revealing or tight clothing, jeans, tennis shoes, caps/hats, or sunglasses.
- Avoid excessive jewelry, makeup, cologne, and no visible body piercings or tattoos if possible.
- Do not chew gum or tobacco.
- Refrain from smoking at least one hour before the job fair so the odor on your clothes and breath will not be as noticeable.
- Practice answering possible interview questions in front of a mirror or with a partner.
- Bring notepad, pen, and pencil for notes or completing applications.
- Bring extra copies of your resume and a list of references.
- Research the company. Become familiar with their mission, goals, services, and products.
- Be aware of your internet presence. Delete unprofessional information and/or photos from social networking sites, blogs, and websites.
- Get directions to the interview site, where to park, and the correct entrance.
- Confirm date, time, place, and names of the interviewers.
- Prepare questions to ask at the end of the interview.
- Get an adequate amount of rest the night before the interview.
- Be aware of your credit rating and criminal background. Prepare how to discuss with employer.
- Be prepared to take employment or skills assessments.

### During the Interview:

- Turn off your phone! It is disrespectful to take calls or glance at your phone during an interview.
- Arrive 10-15 minutes early to relax and gather your thoughts.
- Greet receptionist in a friendly manner.
- Observe the work environment, employees, and surroundings.

### During the Interview (continued)

- Shake hands firmly and confidently when introducing yourself to each person.
- Do not sit down until the interviewer asks you to be seated.
- Sit up straight, maintain eye contact, and smile! Be friendly, optimistic, and professional.
- Do not cross arms or legs.
- Listen to questions carefully and stay focused.
- Eliminate unprofessional words and slang from the conversation: Example: Um, Ah, Uh, Yeah, Sorta, Kinda, Y'know, etc. Speak clearly and not too slow or fast.
- Emphasize your relevant skills, experience, education, and training that relate to the job.
- Speak positively about former supervisors, instructors, and co-workers.
- Ask 2-3 questions at the end of the interview.
- Delay questions about salary and benefits until the interviewer brings up the subject.
- Get employer's business card for future reference when writing thank-you letters.
- Ask employer about the next step in the hiring process and if you may call in a week regarding status.
- Tell the employer you want the job (if it is true) and why you are the best candidate for the position!
- Shake hands with the employer at the end of the interview and thank them for their time.

### After the Interview:

- Take time to review your performance and make any necessary adjustments in your responses for other interviews. Record date of interview, contact information, and other notes for future reference.
- Send a brief thank-you letter and send immediately after the interview (or by the next day) and follow up with employer regarding the status of the position as discussed during the interview.
- Come up with a salary negotiation plan. Know average salary for job in your area.
- Don't give up! Each interview makes you better prepared for the next opportunity.

