

Interview Checklist

- I learned all that I can about the company/organization I am going to interview with (web site, annual report, newspaper/magazine articles)?
- I learned all that I can about the job I am applying for, the job duties, important attributes, common sources of stress, etc.
- I have looked over my resume and have reviewed the jobs that I have done and the specific successes and failures associated with all of them.
- I have reviewed and/or made a list of what I consider to be areas of strength.
- I have thought about my weaknesses and am ready to talk about them.
- I can confidently answer the question “Why should we hire you?”.
- I can confidently answer the question “What do you know about us (the company you are interviewing with)?”.
- I have selected a comfortable, conservative (navy blue, black, brown, gray) interview suit to wear to my interview.
- I am wearing deodorant.
- I am wearing VERY little perfume or cologne or none at all.
- I have removed my nose, eyebrow, and lip rings as well as my tongue stud and all of my extra earrings (two for females, none for males).
- My suit is clean, ironed, I am wearing a belt (that matches my shoes), and my socks match (each other and the rest of my outfit).
- I am clean shaven, my hair is comfortable and professional, I have gotten a haircut if necessary.
- I have confirmed the starting time of my interview, and I know what building, what office, and \what contact person I am looking for. I know where all of these things/people are.
- I know how long it will take me to get to my interview and I will leave enough time for traffic, a flat tire, etc.
- I am prepared with questions for them.
- I have any materials I will be bringing with me ready to go.
- I sent a thank-you note after my interview (80% of employers say this makes a difference).