



Job Interview Checklist

**You are going to a job interview!
Use this checklist to be ready!**

Interview Preparation

- Update your resume. Be sure it has everything you want on it and that it fits the job.
- Review the job description. Make a list of the skills the company is looking for.
- Determine how your skills makes you a good fit.
- Learn what you can about the company. Ask other people and look online.
- Do a practice interview. Ask family and friends to help.
- Work out travel. How long will it take you to get there? How will you get there?
- Consider the outfit you will wear on the interview day. Make sure it will give a good impression.

- Prepare a list of references with contact details.
- Create an up-to-date portfolio of job skills and development.
- Prepare a list of company questions that show you're interested.

The Day Before the Interview

- Ensure your interview outfit is clean and pressed.
- Pack an emergency kit, including wipes, tissues, comb or brush, umbrella, and breath mints.
- Double-check your route. Practice getting there if necessary.
- Get all your materials together, including your portfolio, certifications, driver's license if you have one, social security card, and copies of your resume.
- Get a good night's sleep.

The Day of the Interview

- Leave home so you arrive at the interview 10-15 minutes early.
- Turn off your cell phone ringer.
- Do not chew gum, eat, or drink during the interview.
- Be polite and friendly to whoever meets you before the interview.
- Greet the interviewer by name and introduce yourself.
- Listen and interact with your interviewers. Smile and be aware of your body language.
- Answer all questions honestly.
- Ask any questions you have about the company and the job.
- Avoid talking about salary, benefits, or vacations. This can be done after an offer has been made.

- Finish the interview by letting the person know how much you want the job, asking what the next steps will be, and when they plan to make a decision.
- Ask for business cards from the interviewers so you will have contact information.

Post interview

- Write down what you remember about the interview as soon as possible.
- Send a thank you note to each of the interviewers the next day. This is your chance to show how interested you are.
- Follow up if you've not heard anything within the time the interviewer told you they would be in touch.