

# INTERVIEW CHECKLIST

**-The first impression lasts. An initial impression has more of an impact than most people realize-**

## PREPARATION

- Phone to confirm interview and address arrive 10 minutes in advance. Take folder that contains:
- A copy of your resume, transcripts or diploma
- Letters of recommendation
- Papers and pen for notes
- Company information you have gathered and a list of questions you have prepared
- Wear suitable clothes
- Check your grooming
- Don't be late, arrive 15 minutes early
- Know where you are going
- Practice hand shake
- Don't smoke or drink any alcoholic beverage before interview

## ARRIVAL

- Go alone to interview
- When you arrive at the company, cordially greet the receptionist or secretary
- Introduce yourself to the receptionist, mention your appointment, thank the person and wait quietly
- When waiting to be interviewed, you are under constant observation
- Be friendly and business-like with everyone
- Be prepared to meet more than one person during the interview
- Before the interview, take deep breaths and relax your muscles

## **DURING THE INTERVIEW**

- Greet the interviewer and introduce yourself, smile, be ready to shake hands
- Do not sit until you are told to do so
- Do not invade the interviewer's personal space
- Sit up straight slightly lean forward, be attentive and appear interested.
- Do not slouch in your chair look alert and enthusiastic
- Be calm and posed avoid nervous habits, eg. playing with finger nails or jewelry or tapping your fingers on the chair
- Eye contact during the interview
- Follow the lead of the interviewer, stay on topic, ask for clarification when necessary
- Answer each question carefully and take the time to organize your answer
- Know your c.v. inside out
- Stress your skills and experience that match the job, give specific examples of your skills
- Be enthusiastic about the job and about working for the company
- Demonstrate your knowledge of the company
- Avoid discussing your problems or troubles
- Do not criticize former employer, co-workers or professor
- Do not appear self important or on the other hand do not adopt an air of false modesty. Sell yourself but be careful not to over do it. Your attitude should be sincere, courteous and dynamic.
- Try to be natural. Be yourself; consider the interviewer as an equal
- Do not smoke or chew gum
- State your appreciation for the interview
- Bring a list of references