

INTERVIEW CHECKLIST

BEFORE THE INTERVIEW

HAVE YOU...

- ...selected a clean, comfortable, and professional outfit?**
- ...trimmed your hair and nails?**
- ...removed distracting jewelry?**
- ...brushed your teeth?**
- ...selected a light, clean scent?**
- ...gathered all pertinent documents into a folder or planner?**
- ...researched the company**

DURING THE INTERVIEW

ARE YOU...

- ...being courteous to the support staff?**
- ...offering a confident handshake?**
- ...greeting your interviewer by name?**
- ...making good eye contact with your interviewer?**
- ...smiling sincerely?**
- ...refusing offers of cigarettes and alcohol?**
- ...keeping your arms and legs still?**
- ...answering the interviewer's questions honestly?**
- ...getting your own questions answered?**

AFTER THE INTERVIEW

DID YOU...

- ...find out when you should know their hiring decision?**
- ...get a mailing address for your thank-you letter?**
- ...review your interview for strengths and weaknesses?**
- ...write a thank-you letter to your interviewer?**
- ...follow up in a reasonable manner?**

Please contact Job Placement Services in ICW 219 for a more detailed list.