



Interview Checklist

Preparing For The Interview

Preparation for an interview is absolutely essential. If you are prepared, then you will be able to give your BEST..... Researching the company, the position, and the employer is the key to creating a favourable impression, a professional image and develop excellent rapport between you and the employer. Be prepared each time for your interview by using this checklist.

Company Name: _____

Company Address: _____

Position Title: _____

Date & Time: _____

Telephone Number: _____

Interviewer's Name: _____

Travel Time: _____

Company Background: _____

Products & Services: _____

Competitors: _____

Job skills required: _____

Contributions I can make: _____

The Week Before

- ★ Prepare your questions
- ★ Decide what you are wearing
- ★ Check your portfolio
- ★ Have business cards ready
- ★ Have I researched the company
- ★ Do I know why I am interested

The Night Before

- ★ Review job description
- ★ Prepare clothing for the morning
- ★ Check portfolio for copies of resumes, etc.
- ★ Review travel arrangements and travel time
- ★ Rehearse questions and answers

Do....

- ★ Dress appropriately
- ★ Come prepared
- ★ Be on time
- ★ Have confidence
- ★ Make good eye contact
- ★ Speak clearly

Don't...

- ★ Shake hands too hard or too soft
- ★ Be a know-it-all
- ★ Act passive
- ★ Lack confidence
- ★ Talk about past failures
- ★ Badmouth past employers