

INTERVIEW CHECKLIST

Review the following checklist and ensure you have completed each item in advance of your job interview. This will ensure you are fully prepared!

Employer: _____

Interview Date: _____ Interview Time: _____

Address: _____

Name of Person Conducting the Interview: _____

Phone No.: _____ Email: _____

Position Applied For: _____

Date of Application: _____

PRIOR TO INTERVIEW DAY

Research

- Industry standards – trends, skills required, career prospects
- Organization – main business, vision, past performance, future plans, competitors
- Job opening – clearly understand what is required and ask specific doubts during the interview
- Interviewer – get name, title and departments for all interviewers.
- Salary – geographical location, cost of living, range of acceptable amount, usual perks
- Interview Questions – Refer to the complete list of questions on pages 2 – 6 of this guide. Write out your responses.
- Practice being natural, you should be prepared and not repeat memorized answers.
- Participate in a Mock Interview

Interview Details

- Contact Person – name and phone number of hiring team member who you can contact in case of delays or if you need to reschedule
- Location - address, directions, landmarks
- Confirmation – it is a good idea to re-check with the interview contact a day prior in case plans have changed

- Location – if possible, go to the interview location to gauge time taken and get a comfort level with the directions
- Parking area – good to know if you will be taking your car
- Public transport – bus/train numbers, taxi

Attire

- Select attire based on employer environment and suitable to the position applied for; if unsure ask the interview contact for suggestions. Do not wear: shorts, sleeveless, low neck are a no-no in most cases.
- Clean, wash, iron – no stains, marks or tears
- Polished shoes, matching clean socks
- No runs in pantyhose
- Tie – clean, not too flashy
- Jewelry, wrist watch, accessories – minimal, not very extravagant
- Handkerchief, tissues
- If you absolutely cannot have your attire ready at least a day prior to the interview, have a backup attire planned
- Umbrella (as per the season)

Emergency Fix-It Kit

- Basic sewing kit, pins
- Hairbrush / Hair gel
- Breath mints
- Deodorant
- Extra pantyhose
- Touch up makeup kit

Professional Documents

- Organize a portfolio with a notebook inside. List a few questions you would like to ask.
- Resume – carry additional copies
- Transcripts, cut-sheets (if you don't want to carry originals, copies are generally acceptable)
- Certificates – academic and extra curricular
- Have a couple of pens (check to make sure they don't leak)

ON INTERVIEW DAY

Hygiene

- Get up with a good night's sleep
- Bathe, brush your teeth, shave / groom beard
- Use deodorant. NO cologne or perfume.
- Do not smoke or drink prior to or during the interview

- Arrive 10 minutes early
- Go to the reception and ask to meet the contact person; if required, fill out any paperwork

During the Interview

- No chewing gum, no fidgeting or playing with your hair / dress
- Leave your cell phone in the car
- Greet with a smile and a firm handshake
- Address the interviewer by "Title" "Last name" (e.g. Ms. Smith, Dr. Potter). If you are unsure of the pronunciation, ask – it's ok
- Take a seat when offered and sit at attention. Keep in mind good body language with positive gestures speak volumes
- Be Positive
- Make good eye contact
- Pay attention, frequently nod 'yes' to show that you are understanding

When You Answer the Questions

- Be impressive – you are your own salesman, sell yourself
- Be Confident
- Use affirmative words such as 'I have' 'I can' 'I will' 'sure' 'absolutely' 'great'
- Avoid words such as 'maybe' 'you know' 'uhh' 'umm'
- Speak in a firm, energetic voice
- Be Professional
- Avoid personal questions such as 'love your shoes / tie, how much did you pay for it?'
- No jokes – have a good sense of humor but avoid making fun or mocking anything
- Avoid controversial topics, personal issues
- No negativity about past, present or future colleagues, employers
- Give good answers
- Honesty – never lie
- Pause, think, answer – logically and concisely
- Give examples where possible
- Stress on your success and strengths
- Refer to the extra research that you have done to prepare for the interview
- Think from 'their' perspective – why would you be a great employee
- Ask questions – intelligent, relevant and progressive questions
- No salary talk – keep salary negotiation (including vacation time, bonus numbers, promotion timelines, other benefits) for the HR Team
- Ask questions about how the hiring process will proceed
- End the interview by requesting business cards from the interviewers – get names and business email / mailing address (as a backup you can get it from the HR)

AFTER THE INTERVIEW

- Summarize the interview discussion for future reference

- Send any requested information / documents that you did not have during the interview
- Send Thank You notes (emails or letters) to all interviewers within 1 day of the interview
- Continue interviewing with other opportunities until you get the offer