

# INTERVIEWING CHECKLIST

## Before the Interview

- Research the company
- Practice answers to common interview questions
- Have stories to tell about your accomplishments and experiences
- Make copies of your resume and reference list to take to interview
- Prepare list of questions to ask the interviewer
- Have the information you need to fill out an application
- Get directions to the company
- Have your interview outfit ready
- Get a good night's sleep!



## At the Interview

- Arrive early – but not more than 15 minutes early!
- Bring copies of your resume, references and pad of paper
- Shake hands like a professional, be aware of eye contact, posture and facial expressions
- Be positive and enthusiastic
- Bring your list of questions to ask the employer
- Get the interviewer's business card(s)
- Turn off your cell phone and keep it out of sight during the interview

## After the Interview

- Within 24 hours of the interview, send a thank you email or letter to all individuals you interviewed with
- Follow-up with the employer to express your interest in the position you interviewed for and to find out where the company is in the hiring process