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’ ‘ummm’
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