

An Interview Checklist

Before the Interview

The Basics:

- Know the name and title of your interviewer.
- Ask where to park and get specific directions. Be sure you know where you are going and how long it takes to get there.
- Take several copies of your resume and reference list to the interview.

Research the Organization:

- Ask for an annual report if one is published.
- Know the products, services and locations for the organization.
- Identify and be able to discuss the mission of the organization.

Prepare for Interview Questions:

- Be able to identify and discuss your strengths and weaknesses.
- Be prepared to give examples of your work or work situations that you handled successfully.
- Have questions prepared to ask the interviewer.
- Bring a list of your employment history including street addresses, zip codes, and phone numbers for application forms.

Prepare for your first impression:

- Make sure your hair is trimmed and neatly groomed.
- Pick out your clothes and ensure that they are pressed and cleaned.
- Get a good night's rest before the interview.
- If you usually smoke, abstain until after the interview.

During the Interview

The Basics:

- Arrive at least 15 minutes early at the interview location.
- Greet the first line contact politely and write down that person's name.
- Greet the interviewer with a firm handshake and look him/her in the eye.
- Sit up straight and lean slightly forward.
- Maintain eye contact.

Be sure to:

- Ask for a business card if one is not offered.
- State your sincere interest in the position.
- Ask how the selection process will continue.
- Thank the interviewer.

After the Interview

Write a typed business thank you letter to each person with whom you talked:

- Remind him/her why you are a match for the position.
- Add information you forgot to mention during the interview.
- Thank them again for their time and attention.
- Send the letters within 24 hours.

For Future Interviews

- Write down the questions you were asked and how you responded to them.
- Evaluate how you did and what you could improve.
- Save your notes to review before future interviews.