Interview Preparation Checklist

Preparation:
- Telephone to confirm time and address
- Ensure attractive and appropriate grooming and hygiene
- Take a folder that contains:
  - additional copies of your resume
  - completed application form
  - references list
  - letters of recommendation
  - copies of pertinent certificates, diplomas or transcripts
  - portfolio of sample work, if applicable
  - list of questions you have prepared
  - company information you have gathered (optional)
  - pen and paper for notes

Arrival:
- Be punctual; allow time for commuting, traffic, parking, etc.
- Do a final grooming check in a restroom, if possible
- Take a few minutes to relax - be friendly and business-like with everyone (remember that personnel may be observing you from the time you arrive on the property, so act professionally and courteously)
- Introduce yourself to the receptionist, mention your appointment and thank him or her
- Wait quietly; review your notes or read job-related material

During the Interview:
- Greet the interviewer and introduce yourself, take the seat offered
- Follow the lead of the interviewer; listen carefully; watch for non-verbal signals; stay on topic; ask for clarification where necessary
- Clearly describe your qualifications in a positive, confident manner
- When asked if you have any questions, briefly ask suitable questions
- State your interest in the position and the organization
- Repeat the time they have said they will notify you of their decision or ask when you will hear from them - if it is not definite, arrange to call them
- Shake hands and say goodbye

After the Interview:
- Send a follow-up thank-you note; assess what you did right and areas for improvement