



## INTERVIEW PREP CHECKLIST

### FIVE DAYS BEFORE

#### Research the Job:

- ✓ What skills and experiences are they looking for?
- ✓ Connect your skills and experiences to that job

#### Research the Company/industry:

- ✓ What are the company/organization's key products and services?
- ✓ How is this company/organization different from others in the industry?
- ✓ What is the work environment like?

#### Prepare Portfolio:

- ✓ Complete cheat sheet
- ✓ 3 copies of resume in portfolio
- ✓ 2 pens
- ✓ Business cards

### TWO DAYS BEFORE:

#### Select interview clothing:

- ✓ Ascertain appropriate clothing and dress one step up
- ✓ Suit or khakis and blazer with tie for men
- ✓ Suit, dress or skirt for women
- ✓ Make sure it fits and is clean

#### Interview location:

- ✓ Get directions
- ✓ Travel to the location before the day of the interview

### DAY OF

- ✓ Good night sleep
- ✓ Health meal
- ✓ Ensure personal grooming
- ✓ Arrive at the location 15 minutes ahead of time but do not arrive at the interviewer's office until 5 minutes before the interview is scheduled to begin (unless specifically requested)

- ✓ Use the restroom to freshen up
- ✓ Turn cell phone OFF

#### **DURING THE INTERVIEW**

- ✓ Firm handshake; appropriate eye contact
- ✓ Show enthusiasm; vary the inflection in your voice to hold attention
- ✓ Don't be afraid of a silence; take time to formulate your answers
- ✓ Speak professionally; not too casual or cocky

#### **AFTER THE INTERVIEW**

- ✓ Send a thank you note
- ✓ Plan to follow up in one week