

Interview Checklist

You have only one chance to make a first impression during your interview. You want to put your best foot forward and present yourself in the best way possible. Below is a checklist of recommendations to follow for before, during, and after your interview. Good luck!

- Do a dry run to the interview location ahead of time
- Identify where to enter the building and where to park
- Make sure to go to the interview alone
- Turn your cell phone off completely
- Know the name and title of the person you're interviewing with
- Arrive at least 15 minutes early and enter interview location 5 min early
- Do a last minute check of your appearance
- Pop a breath mint or minty gum (be sure to spit out gum prior to)
- Bring enough copies of your resume for every interviewer + 2 extra
- Have a list of your references with contact information just in case
- Use a padfolio or folder to carry your documents to the interview
- Bring a legal pad or notebook and pen to take notes
- Have your list of questions prepared ahead of time
- Thank the interviewers for their time
- Thank you the receptionist/greeter on your way out