

## Job Interview Checklist

You are called for an interview. How do you prepare? What should you take? What should you wear? What should you say?

Stop and take a deep breath. The checklist below is designed to be a quick reference to ensure a successful interview.

Though each interview is different, the most important element is you. An interview is your time to shine and show the employer how you can be an asset to the company. Be confident in your accomplishments. Good luck!

### **Before the interview:**

- Research the company.
- Prepare one or two questions to ask the interviewer.
- Look professional.
- Display a clean and polished appearance.
- Minimize makeup and jewelry.
- Arrive 10 minutes early.

### **During the interview:**

- Be conscious of your eye contact and handshake.
- Provide a copy of your resume, cover letter, and references.
- Use appropriate body language.
- Thank the interviewer.

### **After the interview:**

- Follow up with the interviewer.
- Send a thank-you note.