

Interviewing Check Lists

Practice makes perfect! Before you ever go on an interview check lists to make sure you have covered all of your bases. Practice answering the questions that may be asked. Practice with a friend or family member, and in front of the mirror. The more comfortable you will become with the process.

It is very important to present yourself to an employer in a way that will show that you will be a good worker. Employers conduct interviews to help them choose the person they think is best qualified for the job. A positive attitude is very important!

Ask yourself the following questions before you go to an interview:

1. Do I know the person that I am interviewing with?
2. Am I sure of the time, place, and location of the interview?
3. Do I know I have copies of my resume and/or personal data sheet?
4. Do I know what position I am interviewing for?
5. Have I thought of some questions that I might be asked?
6. Have I practiced interviewing with someone?
7. Do I really want to work there?
8. Have I thought of some questions that I might ask the employer?
9. How is my appearance? (See the check list below).
10. Is my hair clean and cut? Have I showered and used Deodorant?

Interview Preparation Check Lists

Before my interview, I need to:

- | | |
|--|--|
| <input type="checkbox"/> Get a haircut | <input type="checkbox"/> Shine my shoes |
| <input type="checkbox"/> Buy a new: _____ | <input type="checkbox"/> Check makeup |
| <input type="checkbox"/> Clean/press my clothes | <input type="checkbox"/> Trim or remove beard/mustache |
| <input type="checkbox"/> Buy a new pair of socks/stockings | <input type="checkbox"/> Groom hands and nails |
| <input type="checkbox"/> Shower | <input type="checkbox"/> Brush my teeth- gargle |
| <input type="checkbox"/> Use a minimum of perfume/aftershave | <input type="checkbox"/> Transportation |

For the interview, I will wear my:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Suit/Dress | <input type="checkbox"/> Shirt/Blouse | <input type="checkbox"/> Tie/Neck Scarf |
| <input type="checkbox"/> Socks/stocking | <input type="checkbox"/> Shoes | <input type="checkbox"/> Jacket |
| <input type="checkbox"/> Jewelry (be conservative) | <input type="checkbox"/> Purse | <input type="checkbox"/> Briefcase |

For the interview, I will bring:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> A small note pad | <input type="checkbox"/> A pen that works | <input type="checkbox"/> resumes |
| <input type="checkbox"/> A list of my references | <input type="checkbox"/> A positive attitude | <input type="checkbox"/> other: _____ |