

# Interview Checklist

**You just scheduled an interview. Congratulations! All your hard work putting the finishing touches on your résumé, networking and job searching has finally paid off. Follow these interview tips and you're sure to nail the interview and be the winning candidate.**



## **Be Prepared**

**Review common interview questions and think about your answers. Research the company and industry. Make extra copies of your résumé.**

## **Dress to Impress**

**Your interview attire should be tastefully simple, clean and wrinkle-free. Forgo trendy for conservative when deciding what to wear. As much as possible, dress similarly to those currently holding the position you're applying for dress.**

## **Be on Time**

**Being on time for an interview really means arriving at least 15 minutes before your scheduled interview. Not only will your punctuality be noted, the extra time allows you to calm down, focus and review your résumé and notes you prepared for the interview.**

## **Make Eye Contact**

**Greet your interviewer with a firm handshake, warm smile and direct eye contact. Avoiding the gaze of the interviewer can make you appear inexperienced, unsure of your self and untrustworthy. Maintain eye contact with the interviewer. Avoid looking around the room, at the floor, or the interviewer's desk.**

## **Show your Enthusiasm**

**Your enthusiasm for the job tells the recruiter you will be a highly-motivated employee. Smile.**

## **Demonstrate that you are a Team Player**

**Employers want an employee that is a team player and who can take direction. No one wants to hire an unmanageable employee. They also are looking for someone who can stimulate others to work toward a common goal. Be prepared to provide examples of how you worked together with colleagues to tackle a large project or service a client.**

### **Sell Yourself**

**The interview is a sales pitch about why you would be the best choice as an employee. Have a list of things you want to make sure the interviewer knows about you and be ready to bring specific topics up on your own if they are not adequately touched on in the interview. Be able to state your goals.**

### **Be Honest**

**You should never stretch the truth on your résumé or during the interview. Today's technology makes fact checking far reaching and lightning quick. Remember, companies are looking for the right person for the job; not hand out the Nobel Peace Prize.**

### **Act Professionally**

**Do not chew gum, slouch or steer the conversation too far off work-related themes. Sit up straight, be courteous and conduct yourself in a professional manner at all times. Remember, the employer may ask the receptionist or secretary about your behavior as you entered the office or while you were waiting. During the interview, be careful not to fidget (play with hair, pens, paper, bouncing leg, etc.). Keep your hands in your lap if you're prone to fidgeting.**

### **Ask Questions**

**An interview is meant to be a fact-finding mission for both the interviewer and the interviewee. Don't be afraid to ask questions about the responsibilities of the job, clients or projects. In fact, it is to your benefit to engage the interviewer; it demonstrates you've researched the company, and your true interest in the position.**

**Listen to the questions and answer clearly and directly. No need to tell long stories or provide a great deal of additional information.**

**If you are unsure about what an interviewer is asking, ask for clarification. If you do not know the answer to a question, state that you do not know the answer but that you are willing and interested to learn all that you can.**

### **Say "thank you"**

**Close the interview with another firm handshake, a "thank you" and a smile. Ask when they will be making their decision and when you should follow-up. As soon as possible send a note or e-mail thanking the interviewer for the time spent. Let them know you are interested in the position and will contact them again soon.**

**To learn more: [www.workandlearnnow.com](http://www.workandlearnnow.com)**

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