Print Form

Job Interview Checklist

Preparation. Two or three days before the interview

- ☐ I have collected information about the business.
- ☐ I know the first and last name of the person(s) who will be interviewing me.
- ☐ I know why I want to work for the business.
- ☐ I have read through some common interview questions.
- ☐ I have prepared some answers to common interview questions. I know how I am going to answer these questions and/or I have created a cheat sheet.
- ☐ I have prepared a list of questions that I would like to ask the interviewer.
- ☐ I have an up-to-date resume with complete references ready to take to the interview.
- ☐ I know exactly where the interview will take place and how long it will take me to get there.
- ☐ I have decided what to wear to the interview.
- ☐ I have scheduled a full night's sleep before the interview.

The Day of the Interview, Did You Remember to Bring…

- ☐ I have a copy of my resume, references, letters of recommendation.
- ☐ I have paper and pen for notes.
- ☐ I have my pad that contains the company research I have done and/or my list of questions.
- ☐ I have paid special attention to personal hygiene and my choice of clothing.

The Interview — Travel time and Arrival

- ☐ I am leaving early in case of traffic jams or unforeseen problems. I do not arrive more than 10 minutes early.
- ☐ I am relaxed, friendly, and business-like with everyone I meet.
- ☐ I introduce myself to the receptionist and confirm my appointment.

The Interview — Setting the Scene

- [ ] I greet the interviewer by name and shake his or her hand.
- [ ] I maintain positive body language, e.g., I maintain eye contact, keep my hands in my lap, and sit up straight.

The Interview — Exchanging Information

- [ ] I stay on topic and ask for clarification where necessary and when appropriate.
- [ ] I use specific examples rather than general statements when giving information about my education, training, transferable skills, and work experience.

The Interview — Conclusion

- [ ] I ask any suitable questions that have not already been answered.
- [ ] I summarize, with enthusiasm, my interest in the position and the business.
- [ ] I state my appreciation for the interview.
- [ ] I confirm, if already noted, their response date. If this date is not definite, I make arrangements to contact them.
- [ ] I shake hands if appropriate and say goodbye.

The Interview — Follow-up

- [ ] I stay home the day they said they would call.
- [ ] If I have arranged to call them back on a certain date, I make sure that I have reviewed my telephone protocol.
- [ ] I write and send the interviewer(s) a thank you letter.
- [ ] If I am offered a position, I give them a written answer (whether to accept or to decline) within the week.

From JAN - Job Accommodation Network http://www.jan.wvu.edu/