

## **Pre Interview Checklist**

1. I have the name, address, and telephone number of company.
2. I have the name of the person I will interview with.
3. I know how to get to the company.
4. I know what the company does.
5. I have my resume, references, and portfolio.
6. I have my list of questions.
7. I am dressed professionally.

## **Post Interview Checklist**

1. I arrived for the interview at least 10 minutes early.
2. I greeted the receptionist in a friendly manner.
3. I stood and shook hands with a *firm* handshake.
4. I was appropriately and professionally dressed.
5. I did not slouch or fidget in my chair.
6. I did not smoke or chew gum.
7. I remembered to turn off my cell phone or left it in the car.
8. I gave the interviewer a copy of my resume and references.
9. I maintained good eye contact and attentive body language.
10. I was well prepared.
11. I showed an interest in the company and in the job.
12. I let the interviewer take the lead.
13. I gave clear and concise answers to questions.

14. I avoided slang expressions or using poor grammar.
15. I answered questions confidently.
16. I highlighted my strong points and gave examples.
17. I avoided criticizing former bosses or professors.
18. I was a good listener.
19. I maintained good eye contact.
20. I asked pertinent, intelligent questions concerning the job.
21. I asked when and how to follow up after the interview.
22. I thanked the interviewer for his or her time and consideration.
23. I let the interviewer know I was interested in the job.