

Name _____

Interview Check List

Use the check list below for your interviews.

Before You Leave

- Wash, put on deodorant, brush/comb your hair.
- Dress appropriately.
- Do not bring gum, cigarettes or smokeless tobacco.
- Bring your Social Security number.
- Bring your driver's license.
- Bring a copy of your birth certificate.
- Bring your qualifications brief or resume.
- Bring the names of at least three references, their addresses and phone numbers. (Be sure to ask your references if it is okay to use their names.)
- Give yourself plenty of time to get to the interview. Arrive 10 minutes early.

During the Interview

- Shake hands firmly, smile, be open and friendly.
- Answer each question concisely, respond promptly.
- Use good manners.
- Use good English, avoid slang.
- Be alert, show interest, be enthusiastic.
- Ask intelligent questions about the position, the organization.
- Ask for the interviewer's business card so you'll know how to spell his or her name and have the proper address for a thank you note.

After the Interview

- Write a thank you note to the interviewer.
- Analyze the interview. How can you improve?