

INTERVIEWING CHECKLIST

- Do your homework. Be prepared
- Do not cancel appointment at the last minute
- Do not schedule more than two interviews in a day
- Plan enough lead and travel time between interviews to prepare
- Arrive for the interview promptly, but not more than 5 minutes early. If necessary, sit in your car for a few extra minutes.
- Pay attention to your appearance
- Be courteous and respectful to support staff, receptionist, and secretaries. They DO have input on the hiring decision!
- When shaking hands, show warmth and confidence by the strength of your handshake.
- Notice the interviewer's interests. Make an effort to comment on them. Notice photographs, artwork, books, etc. that are prominent in the office.
- Relax and be natural. Do not slouch in your chair.
- Make good eye contact. Do not stare.
- Listen carefully to the questions being asked. Ask for clarification if needed.
- Avoid straying from the subject or question at hand. Answer question directly and succinctly. It's okay to pause for a moment to gather your thoughts.
- Present yourself positively. Avoid negative references about a former employer. When an unfavorable topic comes up, avoid making excuses, acting evasive or expressing condemnation. Answer honestly.
- Be confident, but not a "know it all."
- Show a cooperative attitude, a willingness to go where you are needed, or perform necessary but not necessarily "fun" functions.
- Ask questions about the position, the company, the supervisor, the department,

the work environment, why the position is open, etc. Do not ask about salary and benefits; let the interviewer volunteer that info.

- At the close of the interview, express your appreciation for the interviewer's time. Let him/her know of your continued interest in the position. Ask about the next step in the process
- Send a thank you letter to the interviewer, via e-mail or regular mail.
- Wait a reasonable period of time (a week to ten days) before following up with the interviewer. Do not make a pest of yourself.

Refer back to this checklist after each interview. This will help you evaluate how well you did.

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