

JOBS/EMPLOYMENT INTERVIEWING FOR A JOB CHECKLIST

- Give yourself plenty of time to get to the interview a few minutes early
- Know exactly where you are going; consider a trial run
- Know where to park if driving to the interview, is there a guard gate or pass required
- Read the company's website (company's philosophy and culture)
- Research the company on other websites and at the library (sales, products, customers)
- Ask friends and acquaintances about the company
- Search job interview questions on the web and be prepared with POSITIVE answers
- Don't make negative remarks about prior employers or prior jobs
- Practice Interviewing with a friend; practice being articulate in your answers
- Personal presentation and physical appearance:
 - Wear proper business attire for the company and position
 - Leave fragrances and excessive jewelry at home
 - Personal hygiene and grooming checked
 - Be articulate
 - Smile and look confident
- Bring 3 copies of your resume with you
- Bring your career portfolio (your work accomplishments, awards, recommendations, etc.)
Tip: Bring your paper-based portfolio with you, but in addition consider publishing your portfolio to a CD or DVD
- Leave plenty of time for the interview; do not schedule back-to-back appointments
- If given an application, fill it out completely and neatly
- Shake hands when introduced (match the strength and style of the interviewer's handshake)
- Smile and keep a positive attitude during the interview
- Look the interviewer in the eye when talking and listening
- Use the interviewer's name (last name unless told otherwise) during the interview process
- Don't ask questions about benefits on the first interview unless you are offered the position
- Do ask a few job specific questions
- Don't state a specific salary you are looking for. Ask what the job is paying or give a range
- Shake hands and thank the interviewer at the end of the interview
- Let the interviewer know that the position is of interest to you
- Send a follow-up typed letter (in proper letter format):
 - Thank interviewer again for the time spent
 - Indicate you were pleased to meet the interviewer and excited about the position
 - Summarize how you would benefit the company
 - State you are looking forward to hearing from the interviewer
- Ask someone you know who works at the company to put a good word in for you
- During the second interview, ask questions regarding benefits, dress code, hours of work, etc.
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