

Job Interview Preparation Checklist

1. Before planning an interview, consider logistics and requirements of the job
 - Do you have transportation to get to and from the job?
 - Can you work the hours that the job requires?
 - Think about your ability to make a commitment to the job.
 - Can you find the resources to get everything you need for the job (i.e. uniforms, equipment)?

2. Preparing for your interview
 - Review all of the information you have about the position.
 - Learn all you can about the potential employer.
 - If you can, visit the company's website on your PC or at your public library.
 - Understand the functions of the specific job.
 - Attempt to speak with someone who might have a similar position.
 - Be prepared to show how your background has prepared you for the specific requirements.
 - Anticipate the questions you are likely to be asked.
 - Wear the clothing of the company you are interviewing with if at all possible. In some cases this can be critical. The general rule is that you can never overdress for an interview.
 - Ensure that you leave plenty of time to get to your appointment.
 - Before you go into the interview check your appearance.
 - Practice talking about your strengths.

3. What to bring to an interview
 - Pen & notepad – take notes. This shows your interest and your preparedness for the interview.
 - 2 forms of identification – for example:
 - Driver's license
 - Passport
 - State ID
 - School ID
 - Birth Certificate
 - At least 3 references with contact information

4. During a job interview
 - Many questions seem like they might require simple yes or no answers. Avoid using a yes or no response. Explain your response.
 - Never respond in general terms. Answer specifically, and then elaborate.
 - Emphasize the positive side of a potential weakness.
 - Do not speak badly of anyone in an interview.
 - Be enthusiastic during the interview; even if the job is not a match, you may be referred to another area if you leave a good impression.
 - Glean what the negative aspects of the job/organization might be.
 - Most interviews end with the interviewer asking, "Do you have any questions about the job?"
 - Have some questions in mind you would like to ask.

5. Follow-up after your interview
 - Write a thank you letter to the person/people you interviewed with.
 - Follow up with a phone call to let them know you are still interested.