

Interview Checklist

- Learn as much as possible about the work being done by the organization and person you will be talking with.
- Decide in advance what you can do to serve the interests of the individual who will interview you. Such interests will usually center on quality work, increased production, greater efficiency, lower waste in time, effort, and/or materials, and reliable and likable people to help get the job done.
- Be prepared to ask about the duties of the job and the qualities wanted in the person to be hired. Be ready to show how you can match or exceed those requirements. Leave questions regarding pay, vacations, and other benefits until after hiring interest is shown in you.
- Be prepared to lead your interviewers into a discussion of work problems facing their staffs and crews. This will give you strong clues to the kinds of information about your qualifications that you should stress.
- Wear clean, well pressed clothing of a kind suitable to reporting for work in the job you seek. Arrive well-groomed from head to heels.
- Have extra copies of your résumé with you. Also bring the names, addresses, and telephone numbers of references. Bring samples of your best work if design or writing is involved.
- Double check the time of appointment. Arrange to be there five minutes before the scheduled time.
- Give the appearance of energy and self-confidence as you walk through the door. Smile and shake hands firmly, but don't crush bones. Be genuinely glad to meet the interviewer as a person who can play an important role in your life. Be relaxed. Maintain eye contact.
- Recognize that interviewing is a game at which you will occasionally lose.