



CHECKLIST FOR INTERVIEW SUCCESS

Research Company: The other important piece is to have researched the company you are pursuing, so you will know them before they know you.

Arrival time: Being on time is critical. Being late leaves the employer wondering if you are a reliable candidate. However, things do come up (for instance, traffic), so if you know you are going to be late it is best to call and let them know. The last thing you want is for them to be sitting and waiting for you. Plan to arrive 10 minutes early.

What to bring to an interview: Select a bag which is professional and matches the dress code. Suggestions for the items to bring along in your bag: extra pens and pencils, a notebook for taking notes, extra copies of your resume, a list of references, and copy of licenses, transcript, or portfolio (if relevant). Items you want to leave in the car would be: drinks, food, backpack, and gum. Always turn off your phone.

Nonverbal: Dress professionally, avoid strong perfumes or cologne, no smoking beforehand, and no wrinkles or stains on clothing. When meeting the interviewer(s) offer them a firm handshake (no gorilla paw, but no limp fish either), make eye contact, sit up straight, do not lounge back in your chair and above all else smile.

No rambling: Spend time developing responses to anticipated questions. Have these responses planned and practice to avoid rambling and potentially saying something regrettable. Being prepared ensures that you will include your strongest selling points which is critical for success.

Good questions: Having good questions to ask during the interview shows a genuine interest for the position and company. There are many suitable questions, but if you are drawing blanks here are a couple ideas to help you brainstorm: Ask for day-to-day job responsibilities, how performance levels are measured and by whom, or ask clarifying questions regarding a recent company article.

Thank you letter: Yes, everyone likes to be thanked for their time and efforts. Always take the time to craft personal thank you letters in a timely manner.



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