

INTERVIEW CHECKLIST

RESEARCH THE COMPANY

Check out the company on Glassdoor & explore their social media. Don't forget an old-fashioned Google search!

PREPARE RESPONSES

Be ready to answer common interview questions: Why should we hire you? Where do you see yourself in 5 years?

PREPARE QUESTIONS

Make sure the position is a good match for you. What does a typical day like? Who will you report to? Are there opportunities for advancement?

RESEARCH SALARY

Calculate your salary needs based on your living expenses, experience, and typical salary for the position in your location. PayScale is a great resource to help with this.

CONTACT YOUR REFERENCES

Call your references before the interview and catch them up to speed. Tell them about the position you're applying for, and give them an idea of when they will get a call from your potential employer.

PLAN WHAT TO WEAR

The trick to a perfect interview outfit? Find the company on social media and find out what people wear on a daily basis.

PLAN WHAT TO BRING

Print several copies of your resume and references. It's also smart to bring a notepad and a pen. Don't forget driving directions to the interview site!

NAIL IT

Arrive 15 minutes early on the day of your interview. Review your notes, check your appearance, and take a few deep breaths. You've got this!

SEND A FOLLOW-UP LETTER

Thank the interviewer for their time and remind them of your qualifications. Finally, pat yourself on the back. You landed an interview and crushed it!

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