

# Job Interview Checklist

## PREPARATION

- Know where to go for your interview.
- Learn something about the company.
- Have specific job or jobs in mind.
- Fill in pocket resume (on back).
- Review your qualifications for the job.
- Be prepared to answer broad questions about yourself.

## APPEARANCE

- Be well groomed (neat and clean).
- Stay conservative with dress, make-up, jewelry, hair style.
- Be suitably dressed.

## TESTS

- Listen to instructions.
- Read directions carefully.
- Write legibly.
- Don't dwell too long on one question.

## INTERVIEW

- Arrive ten minutes early.
- Answer questions directly and truthfully.
- Be well mannered.
- Use proper grammar and good diction.
- Be enthusiastic and cooperative.
- Speak clearly and with confidence.
- Use good eye contact.
- Be prepared to ask questions about the position.
- Find out when the position will be filled.
- Send a professional Thank-you letter within 48 hours.