

In-Person Interview Checklist

Pre-Interview (Days/Weeks)

- Purchase or select your interview clothes.
- Research the company.
- Go to their website.
- Be familiar with what is current and of concern at their company.
- Know the job description.
- Know the date/time/location of interview.
- Know the duration of the interviews (if possible).
- Know the people who will be interviewing you (if possible).
- Schedule interview at the optimal time of day for you mentally.
- Review salary ranges and benefits of the job opening.
- Check your haircut/styling/grooming.

Pre-interview (Day/Night Before)

- Get enough rest.
- Prepare and review your materials (resumes, references, work samples).
- Polish/Shine Shoes/Belts/Anything else that shows wear.
- Attire - 1 level above the standard company attire - prepare the night before.

Pre-interview (Day Of Interview)

- Get up well before interview.
- Eat good breakfast/lunch.
- Leave early for interview.

Interview

- When you arrive - check things that are out of place with attire and grooming before entering interview location
- Silence devices (Better, leave in the car trunk).
- Remember they want you for the job. It's yours to lose.
- Smile and be pleasant.
- Be confident but with humility.
- Shake hands and make eye contact.
- Bring materials (resumes, references, work samples) in a professional portfolio case (black).
- Offers for refreshments - graciously decline.
- Sit up in chair.
- Keep hands on the table.
- Stand up and greet others who arrive late.

Interviewing Response Methods - STAR

Situation

Task

Action

Result

Interview Conclusion

When the interview asks, “Do you have any questions for me?” have at least 2 good questions based on what you’ve learned about the company.

Normally it’s not appropriate to discuss salary on hiring interviews. If brought up by the hiring manager mention that you are sure that a salary arrangement can be met if you are selected. You should already have an idea what the position pays and the company’s pay from research.

If it is a final interview with a possible offer pending it’s perfectly appropriate to ask a few questions about benefits. In fact, this can be helpful. Just don’t make it seem like that is why you want to work there.

Post-Interview

Follow-up if you don’t hear back in the expected time. People are busy

Don’t stop looking for work, interviewing, or following leads. You don’t have an offer of employment yet so don’t count on anything.