

# **JOB INTERVIEW**

**(Can be used for College or Programs as well!)**

## **Interviewing Basics: A Checklist**



1. **Arrive early.** Fifteen to 20 minutes is sufficient. As you wait, you can observe employees coming and going, which can give you some insight into the work environment.

2. **Dress and act professionally.** Even if you know that the dress code is business casual, kick it up a notch up. During the interview, speak positively and make eye contact.

3. **Bring multiple copies of your resume.** You might end up in a

group interview situation, so bring at least six.





4. **Remember paper and pen.** Take a few notes during the interview. This will demonstrate that you're engaged and interested. Jot down the names of everyone who interviews you. (You can verify correct spellings later.)

5. **Take documentation from home.** In case you need to fill out an application, have some legal documentation with you such as a driver's license, social security card, birth certificate, or voter's registration card.

6. **Have some cash on hand.** You may have to pay for parking or a

valet.

7. **Practice answering questions.** Certain questions are inevitable.

- “What is your greatest strength/weakness?”
- “What motivates you?”
- “Why do you want this job?”
- Do you have any skills? (operating a cash register, computer literate, Google Docs, Google Sheets, operating equipment, etc.)

Be ready to talk about two achievements you're proud of, a time when you took a risk, and ***what makes you a good team member.***

And remember, when they say, “Tell us about yourself,” what they really want to know are ***the skills and experience you bring to the position.***

**8. Prepare questions.** When asked,

“Do you have any questions for us?” it’s the kiss of death to say, “No, I think you’ve covered everything.”

**Have at least three questions ready.**

- Ask about the corporate structure and culture.
- What specific challenges you might face in this position.
- What a typical day will be like.



- And, of course, at the end of the interview remember,  
“What is the next step in the interview process?”

9. **Say thank you.** Send thank you notes. Nothing fancy or lengthy. Just a few sentences of appreciation. Send an individual note to each person you met with, making sure names are spelled correctly by calling HR or checking the website.

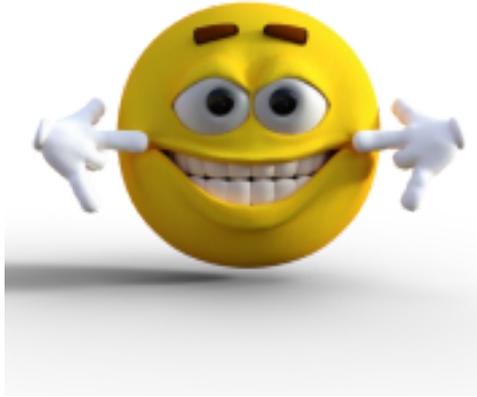
10. **Follow-up.** If you haven't heard back within the time frame discussed during the interview, call. If a decision is yet to be made, ask when you



could call back.

Finally, smile! **Smiling** not only **relieves stress**, but makes you appear **more confident**.

After all, you landed an interview. That's definitely something to smile about!



# 10-Step Job Interview Preparation Checklist

<https://www.saintleo.edu/blog/10-step-job-interview-preparation-checklist>

Posted February 7, 2013 by [Mary Beth Erskine](#)