

My Interview Checklist

Before the interview

<i>Action step</i>	Yes	No	Comments
Did I research the company? Do I know their mission/values and competitors?			
Did I look up the interviewer(s) on LinkedIn/Facebook? Do we have any common connections or interests?			
Did I print out 4 extra copies of my resume to take to the interview?			
Did I practice my greeting and handshake?			
Do I have a nice notebook and 2 pens to take to the interview?			
Have I printed out a sheet containing my references in case they are required?			
Do I have several business or personal contact cards to pass out?			
Do I have a spare shirt and tie/blouse in case I spill something?			
Do I have some quarters to feed a parking meter?			
Did I clean out my car (in case the interviewer walks me out after the interview)?			
Do I have the name and phone number of the interviewer/office assistant in case I am delayed or get lost?			
Do I have some mints in my pocket?			
Can I recite my elevator speech smoothly?			
Have I practiced telling the stories of my most impressive accomplishments?			
Have I reviewed and answered the most common interview questions?			
Do I have on a watch?			
Did I remove my facial adornments (studs/lip & nose rings/fishhooks/etc)?			
Is my phone fully charged?			
Do I have a sewing kit and safety pins with me in case I lose a button or break a zipper?			
Have I read the morning news headlines?			
Do I have a (clean) joke to tell if asked?			
Have I told a friend or family member where I will be?			
Did I call the interviewer/HR the day before the interview to verify the time/location of the interview?			
Do I have detailed directions to the site of the interview?			
Have I done a practice drive to the interview site to include identifying parking locations?			
Did I show up 10 minutes early?			
Did I greet the receptionist in a friendly manner and say why I'm there?			
Did I take the gum out of my mouth?			
Did I turn off my phone just before the interview?			

During the interview

Action step	Yes	No	Comments
Did I wait patiently to be called?			
Did I greet the interviewer(s) in a friendly manner?			
Did I wait to take a seat until I was asked?			
Did I hand out copies of my (updated) resume?			
Did I hand out my contact or business card?			
Did I listen intently to the interviewer, making eye contact and leaning forward?			
Was I calm and not fidgety?			
Did I smile?			
Was I able to answer the questions clearly and succinctly?			
Did I talk too much?			
Did I talk too little?			
Did I hand over my references sheet (if asked)?			
Did I write down everyone's name or get their business cards?			
Did I have pertinent questions for the interviewer?			
Did I indicate that I wanted the job?			
Did I ask about the next steps (where do we go from here)?			
Did I exit quickly and quietly at the end of the interview?			
Did I speak to the receptionist on the way out?			

After the interview

Action step	Yes	No	Comments
Did I mail thank you notes right after the interview? (don't forget the receptionist)			
Did I send a thank you email to the interviewer?			
Did I write down important points discussed during the interview?			
Did I write down which outfit I wore to the interview?			
Did I write down any follow-on questions I have?			
Did I congratulate myself for successfully completing the interview process?			