



Job Interview Checklist

By WorkBloom.com
"All You Need for Your Job Search"

Following is a checklist of the things that we suggest that you do in order to prepare for a job interview. The list is not exhaustive, but is only suggestive:

1) One Week before the Interview

- Research:
 - the company;¹
 - the industry;² and
 - the position.³
- Prepare a list of questions that you may be asked.
- Prepare answers to those questions.⁴
- Prepare few questions that you may want to ask the interviewer(s).
- Practice:
 - by yourself; and
 - with someone else.
- Reflect on the above and how you can improve.
- Visualize.⁵
- Ask how the interview will take place and who will be there.⁶
- Decide what you are going to wear.⁷

¹ How well is the company doing? Is it going through a hard time? What is the company's corporate philosophy? What is the work environment like at the company? What is the company's corporate structure? Has the company been in the news lately? Who are the company's competitors?

² Allows to put things in perspective and to have a basis for comparison. Knowing how the company is fairing will allow you to determine what challenges it is facing.

³ What qualifications is required for the position? What "type" of candidate is the company looking for? Who will you be reporting to? How the functions of the position fit into the operations of the company? What will be expected of you?

⁴ Don't memorize. Have a sense of what you are going to say without memorizing.

⁵ Try to imagine how the interview will go. Visualize yourself the day of the interview, from the moment you wake up to the moment you finish the interview.

⁶ Specifically, ask for the name and title of the person(s) who will be interviewing you.

⁷ Although this is important, don't waste too much time on it. Whatever you wear will only help you make a good first impression. The substance of your answers and your attitude will leave a lasting impression.

- If possible, go to the location where the interview will take place and decide on the best mode of transportation to get there the day of the interview.

2) The Day before the Interview

- Go through your materials one last time.
- Specifically, review your resume, cover letter and/or any other documents that you submitted as part of your job application.
- Check the weather for tomorrow.
- Watch the news.⁸
- Put aside what you intend to bring with you for the interview.⁹

3) The Morning of the Interview

- Arrive 15 minutes early.¹⁰
- Don't eat food that will upset your stomach.
- Don't stress.¹¹
- Don't wear perfume.
- Be positive and don't forget to smile ☺.¹²

⁸ You want to appear informed in case you are asked about recent events (during the small talk that precedes or follows the interview).

⁹ To avoid scrambling the morning of the interview and running the risk of forgetting something.

¹⁰ Take whatever precautions are necessary in order to make sure that you will not be late for the interview.

¹¹ You've prepared for the interview and now you have to do your best. Don't focus on the outcome. You have no control over it. Focus on what you can do to put the odds on your side.

¹² Don't let little things bother you and take away your focus. For instance, you may be caught in traffic on your way to the interview or you may spill some coffee on your shirt during breakfast... just be patient while waiting in your car or simply change to another shirt... Don't take these little incidents for more than what they are. Stay focused and positive for the interview.