

☒ Pre- and Post-Interview Check-List

Take a few minutes before and after each interview to rate how you did and what you could improve on. This process will assist you as you go to each interview.

- Make a great **first impression**.
- Arrive at least **15 minutes early** for the interview. 🕒
- Dress** appropriately for the interview. 👤
- My **resume** fits the job opening. 📄
- Make sure I have **extra resumes** with me. 📄
- Research** the company before the interview. 💻
- Practice** before going to the interview.
- Prepare a list of **five to seven questions** to ask the interviewer. (???????)
- Introduce yourself**.
- Smile** be enthusiastic and show interest in the position. 😊
- Give a firm **handshake**. 🤝
- Make **eye contact**. 👁️👁️
- Listen** carefully to each question. 👂
- Answer questions** concisely and completely.
- Sell your skills** and what you can bring to the position. 👍
- Find out when they will make a decision and contact you. ☎️
- Thank** the interviewer(s) for their time.
- Note** the interview details, contacts and results on my Job Search Tracking Form. 🖋️
- Send** a thank-you note. 📧
- What areas do I want to improve in? _____