

Interviewing Checklist



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

SELF CHECK	
<input type="checkbox"/> Time & Place	I know where I’m going and what time I’m expected. I intend to arrive with plenty of time to spare.
<input type="checkbox"/> Route & Transportation	I know how I’m going to get to the interview, and I’ve got a map. I also have contact information in case something urgent prevents me from arriving on time.
<input type="checkbox"/> Sleep	I’ve had plenty of sleep the night before my interview, and I’m refreshed and energized.
<input type="checkbox"/> Alarm/ Watch	I have set my alarm to either wake me up or alert me well in advance of my interview. I will also wear a watch or have a device with the time on hand.
<input type="checkbox"/> Nutrition	I’ve had a light, nutritious snack or meal before my interview.
PREPARATION	
<input type="checkbox"/> Outfit	I have chosen an appropriate outfit for my interview.
<input type="checkbox"/> Resume	I am bringing copies of the resume which I sent to the company.
<input type="checkbox"/> Common Interview Questions	I have prepared my answers to common interview questions. I have practiced and rehearsed.
<input type="checkbox"/> Behavioral Questions/ SAR Method	I have prepared answers to common behavioral questions using the SAR method. I have practiced and rehearsed.
<input type="checkbox"/> Company/ Industry	I’ve familiarized myself with the company and current industry news.
<input type="checkbox"/> Job/ Role	I have reviewed the job description and understand the nature of the role for which I’m interviewing.
<input type="checkbox"/> Interviewer	I’ve researched the person/ people who will be interviewing me, including background and titles.
<input type="checkbox"/> Interview Format	I’ve researched what type of interview I will be having (one-to-one, panel, etc.).
DEPORTMENT	
<input type="checkbox"/> Attitude	I am approaching the interview with a positive attitude and know I will perform well because I have prepared well.
<input type="checkbox"/> Looking & Acting The Part	I am well groomed and well dressed, and I’m carrying myself in a professional manner.
<input type="checkbox"/> Eye Contact	I know how to make appropriate eye contact.
<input type="checkbox"/> Body Language	I am aware of my body language, and will refrain from fidgeting and other distracting movements.
<input type="checkbox"/> Listening	I am an active listener and might even take simple point form notes (if the interviewer doesn’t object).
PROCESS	
<input type="checkbox"/> Introduction	I’ve introduced myself to everyone I met, including the receptionist. I’m professional and have made the appropriate amount of small talk.
<input type="checkbox"/> Handshake	I have an appropriate handshake. If I tend to have sweaty palms, I have a handkerchief in my pocket on which to wipe my hand discretely before shaking hands.
<input type="checkbox"/> During The Interview	I understand that anything can happen during the interview. I am prepared for the unknown and will remain cool and confident at all times.
<input type="checkbox"/> Closing	I will thank the interviewers and ask about next steps, including how and when to follow up, and with whom.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	