

## Interview Checklist

Do you know how to make a positive first impression at a job interview? What do employers look for in a job applicant? Use this list to help you prepare for your next job interview!

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### Appearance

- Wear clothing that is clean, pressed, and well-fitting
  - Wear appropriate clothing and footwear, i.e. *dress one step above the job you are applying for*
  - Make sure your
    - Hair is clean and combed
    - Hands are clean
    - Fingernails are clean and trimmed
  - Wear conservative makeup, accessories, and jewelry
  - Brush your teeth and freshen your breath (however, no gum!)
  - Wear subtle perfume/cologne, if any
  - If you have belt loops, wear a belt
  - Wear matching socks/hosiery
  - Miscellaneous--
    - Shave!
    - Cover tattoos and body piercings if possible
    - No sunglasses
    - Take off hats
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### Body Language

- Smile
- Shake hands firmly
- Sit when you are offered a seat
- Use good posture
- Show you are listening by nodding, taking notes, etc.
- Maintain eye contact
- Avoid sending negative messages (yawning, looking at watch, etc.)
- Show composure (no fidgeting, playing with hair, biting nails, etc.)

### Attitude

- Be respectful
  - Be positive and enthusiastic
  - Learn about the company before the interview
  - Know the interviewer's name
  - Ask questions that show your interest in the company
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### Closing the Interview

- Stand and shake hands
  - Thank the interviewer for his/her time
  - Emphasize your interest in the job
  - Ask when a decision will be made
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### Application/ Resume

- Bring extra copies of your cover letter and resume
- Make sure your resume is
  - Typed on clean, plain-colored paper
  - Not folded or wrinkled
- When completing your application
  - Fill in all blanks
  - Print neatly
  - Answer questions honestly