

Checklist for the Interview Day

1. Bathe or shower the night before or the morning of the interview.
2. Brush and floss your teeth. Use mouth wash.
3. Your outfit should be clean and pressed. Your undergarments and other accessories should be ready.
4. Shoes should be polished. Check to make certain the heels are not run-over.
5. Does jewelry match? Is it conservative and tasteful?
6. Are nails and hands clean and neat?
7. Wear cologne, but wear it very lightly.
8. Hair done and neat. Bring a comb with you just in case.
9. For women: Apply makeup lightly. Bring powder and or lipstick to freshen up before the interview.
10. For men: Be freshly shaven.
11. Take a wristwatch with you to keep track of the time, even if it is an inexpensive one. Being on time for the interview is of utmost importance.
12. Resume: Remember to bring extra copies of your resume- even if they have a copy on file. It should be in a folder or large envelope - flat - not folded. Be prepared to discuss and explain the content - selling your best qualifications.
13. Plan to arrive a few minutes early. Plan timing for traffic jams. If you know that you are running late, it is very important to call (even if you are in-route). Give an estimated time of arrival.
14. Right before leaving for the interview, look in the mirror. Tell yourself that "I love myself. I look the best that I can look. I have prepared myself the best that I could."
15. Then ask yourself, "Would I hire me?" The answer should be "Yes, I would hire me!"
16. Give a good firm but not tight handshake, look at the person eye to eye and smile.
17. Wait until you are asked before sitting down.
18. Absolutely no smoking, even if the interviewer is doing so.
19. Be positive with positive body language. You want the interviewer to know that you are open, receptive to conversation, and a willing learner. Positive body language will give the interviewer these positive queues.

Facial expression: Pleasant smile

Hands: Still, relaxed, keep above or on the table or desk.

Eyes: Steady, observant frequent eye contact

Head: Still, straight

Posture: Straight but relaxed spine

Seated: Asymmetrical, sometimes leaning in a relaxed way but straight.

Arms: Avoid crossing arms, this gives a closed out feeling

