INTERVIEWING CHECKLIST

☐ Resume & References
  • Have multiple copies of each available

☐ Research
  • Understand the company - what they produce/offer
  • Know how the company is organized
  • Understand who the key players are
  • Know who their main competitors are
  • Go one step further, and learn about the industry – its challenges and opportunities
  • Use resources like LinkedIn; Business Journals; Trade Associations; etc.

☐ Dress for Success: Ask to be sure!
  • **Men**: Dress shirt, tie, dress slacks, dress socks, polished shoes - minimum
  • **Women**: Dress blouse, dark slacks/modest length skirt, hose, conservative closed toed dress shoes, minimal jewelry

☐ Responses to basic questions:
  • *Tell me about yourself*
    ▪ Prepare a :30 second response highlighting YOUR BEST 3 – 5 qualities
  • Avoid general responses – and give **SPECIFIC examples** to DEMONSTRATE your answer.
    ▪ Ex: I gave good customer service 😊
    ▪ Ex: I provided quality customer care by greeting clients within 3 – 5 seconds, smiling, listening, then repeating their questions, verifying the accuracy of the order/response then providing timely delivery (within the standard 10 minute timeframe) 😊

The reverse side of this document provides a sample of questions interviewers are likely to ask.