

# Interview Checklist

Pre-Meeting Preparation	During Meeting (Interview)	Post Meeting
<ul style="list-style-type: none"> <li>Confirm location, and ask for parking instructions, etc.</li> <li>Confirm your appointment time and the number of people you will be meeting.</li> <li>Dress to fit the situation, one notch above company dress code is usually safe. The conservative look is best, with minimum or no perfume, cologne or aftershave.</li> <li>Psych yourself up for the interview by doing something positive or talking to someone who makes you feel good about yourself.</li> <li>Do your research. Be ready to speak knowledgeably about the company and the industry by reviewing the latest news articles or releases, etc.</li> <li>Review your resume.</li> <li>Rehearse your Exit Statement.</li> <li>Have 6 – 10 SOAR stories that demonstrate your competencies and are relevant to their needs, and,</li> <li>PRACTICE, PRACTICE, PRACTICE!</li> </ul>	<ul style="list-style-type: none"> <li>Be on time – approximately 10 minutes early is appropriate.</li> <li>Treat the receptionist and everyone you meet on your way to the interview with respect.</li> <li>Stand and shake hands</li> <li>Relax, take a deep breath and be yourself.</li> <li>Answer questions positively, be positive, articulating your accomplishments and obstacles using the SOAR formula.</li> <li>Trust your intuition when reading the interviewer and plan your responses. Listen to the question and observe the interviewer's reactions.</li> <li>Maintain good eye contact and smile.</li> <li>Make sure you are giving full SOAR answers.</li> <li>Ask the questions you have prepared and allow the interviewer time to answer them.</li> <li>Be enthusiastic when closing the interview by re-stating your interest in the position.</li> <li>Thank them for the meeting.</li> <li>Determine the next steps.</li> </ul>	<ul style="list-style-type: none"> <li>Make notes from your meeting.</li> <li>Send a thank you letter.</li> <li>Follow up with agency, or any contacts you had to get the meeting.</li> <li>Do any further research as required.</li> <li>Make note of follow-up date.</li> <li>Follow up when agreed.</li> </ul>