



# Interviewing Checklist

## DO

1. Be prompt
2. Listen attentively
3. Express ideas clearly
4. Be Brief and to the point
5. Act confident, as well as, enthusiastic
6. Pay attention to body language
7. Answer question with examples
8. Relate positive experiences
9. Ask appropriate questions
10. Stress your qualifications
11. Be factual
12. Think before you speak
13. Be prepared!!!
14. Smile and make appropriate eye contact
15. Give a firm handshake
16. Always, always send thank you notes within 24 hours
17. Dress for success
18. Ask for the job

## DON'T

1. Talk too much (take 2 min. or less to answer all questions)
2. Answer yes or no, elaborate appropriately
3. Talk about politics, religion or personalities
4. Name drop
5. Say you can do anything
6. Argue
7. Criticize the interviewer
8. Complain about your current employer or supervisor
9. Talk about personal problems, relationships or family situations
10. Wear "funky," or too loud fashions (dark bottom, white or light top-good rule of thumb)
11. Bring up salary in first interview
12. *Forget* to ask for the job