Interview Checklist

UNLAWFUL QUESTIONS FOR INTERVIEWS AND APPLICATIONS

- Race, religion, native language
- Age, date of birth, graduation dates
- If you have children, ages
- Married, divorced, separated, widowed, single
- What does your spouse/partner do for a living
- Do you rent or own your home
- Who lives in your household
- Maiden name (for women)

WHAT TO BRING TO THE INTERVIEW

- Directions to the location
- 2 Resumes (the resume you applied for the job with)
  - 1 for the interviewer in case he needs one
  - Be totally familiar with it so you can answer questions
- 2 black or blue pens
- Notebook/portfolio to write notes
- Letters of recommendation
- 2 Reference lists
  - 1 to give if asked for
  - 1 for completing an application

LAST MINUTE TIPS FOR THE INTERVIEW

- Go to the interview alone
- Dress professionally
- Arrive 10 minutes early
- Shake hands with the interviewer
- Be familiar with the company
  - Research the internet for info
  - Work what you have learned into the conversation
- Think before answering – make sure you actually answer the question
- Make sure to ask questions about the position and company
  - NOT about salary, benefits, vacation etc. at this time
- Ask for a business card
- Thank the interviewer, ask about follow up, shake hands

POST-INTERVIEW REVIEW

- How do you think the interview went?
- Did you talk too much or too little?
- Were you calm, confident, polite and pleasant?
- What improvements can you make for your next interview?
- Did you send a Thank You note or email within 24 hours of the interview?
  - Note should be short, thanks for the interview, re-state your interest in the position
  - Mention something that will jog the interviewer’s memory about you
  - Ask about follow-up, mention how you can be contacted

GOOD LUCK!

6/11 BR