



Interview Checklist – The 10 Must-Do's

We all know we have to practice for personal interviews, but do you know that the interview starts even before you pick-up the phone? Here are 10 Must-Do's to help prevent losing the job before, during or after the interview.

1. **Create a professional voicemail with your full name and brief message.** This demonstrates to the interviewer that you have the professional skills to represent them well and makes their job easier. Why? By stating your full name, you give them the correct pronunciation and you help them know that they called the right number.
2. **Check your voicemail before calling ANYONE back. Never** call someone back and say "Someone called me from this number." Most businesses have a generic telephone line and the person answering the phone will probably not know who called you. If they are small enough to know who called you, chances are, they will re-think bringing you in for the interview.
3. **Answer the phone in a professional manner and where it is quiet.** Nothing is a bigger turn-off to a potential employer than hearing a child screaming or having to repeat themselves because you can't hear them. If you cannot answer the phone professionally, let your voicemail pick up the call and return it as soon as you are in a quiet place with no distractions.
4. **Write down the name and phone number of the person who will interview you.** If the scheduler does not have this information, ask for their information. This is critical in case you have to cancel or you get lost.

Name and phone number of interviewer: _____

Phone number of interviewer: _____

5. **Write down the date, time, and address you have to go for the interview and make sure you know how to get there!** Don't lose a job opportunity because you don't know how to get there or the bus was late. If you arrive more than 10 minutes before the interview, wait to go into until about 5-8 minutes ahead of time

Date and time of interview: _____

Address I will interview at: _____

6. **Determine what you will wear and make sure it is perfectly clean.**
7. **Bring a flat, clean copy of your resume and/or references to give to the interviewer.**
8. **Research the employer's website and be ready with questions to ask at the interview.**
9. **Send a thank you note, email or voicemail and re-state why they should pick you!**
10. **Reflect on what you liked about the interview and identify areas for improvement.** Were you friendly, enthusiastic, calm, and on time? Did you make a good case for why they should hire you?