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# INTERVIEW PREP CHECKLIST

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The ultimate list to get you prepared for your next job interview

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## THE COMPANY

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- Research recent company news
- Look up their value/mission statement
- If possible, look at the job description. Sometimes they will ask questions to see if you are able to perform those types of tasks.

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## THE OUTFIT

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- Men: navy or black suit w/ white button up shirt. Dress shoes such as loafers are a must
- Women: skirt or pants suit with flats or heels (4inches or less)
- Outfit is clean and free of wrinkles

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## THE DOCUMENTS

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- A copy of your resume in a folder or padfolio
- Printed directions to the interview location
- Portfolio of work samples if requested

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## THE ANSWERS

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- Remember to answer the questions by relating how your experiences will make you a good employee
- Be confident with your answers and speak clearly
- If they ask about your weaknesses, choose something that you are working on to show that you are trying to better yourself.

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## THE QUESTIONS

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- **Always** ask 1-2 questions at the end of the interview, it shows that you are truly interested and you want to know more
- The questions can be about something you saw on their website, the work environment, what they like about working there. Just stay away from questions about salary.

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## THE FOLLOW UP

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- Send a handwritten note or email thanking the interviewer(s) for their time and consideration.

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For more information go to [tiajames.wordpress.com](http://tiajames.wordpress.com)