

THE JOB INTERVIEW CHECKLISTS

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A job interview is a time to exhibit your work skills, demonstrate your communication strategies and emphasize how the position fits your career goals. The purpose of this publication is to provide pre-interview and post-interview checklists to help job seekers.

Pre-Interview Checklist

Before you leave for your interview, check the following:

- Are you properly dressed? Avoid fashion extremes. Be clean, neat and well-groomed. Proper attire and any protective equipment (as needed) is appropriate for the interview.
- Have you researched the organization you are interviewing with?
- Do you know the interviewer's name and contact information? If not, get it from the front desk professional before the interview.
- Have you formulated answers for common interview questions?
- Do you have all necessary information for the interview? This includes items such as resume or personal data sheet, names and addresses of references, a pen and a notepad.
- Plan to arrive 15 minutes early. Use the restroom and freshen up. Carry a water bottle and drink water often to stay hydrated.
- Are your social media accounts professional?
- Is there someone you could do a practice interview with? You will benefit from suggestions for improvement.
- If the interview is through a video conference, ensure your computer is ready, test the microphone and camera, ensure internet access is secured and that you have a space where you can talk without interruptions.

Post-Interview Checklist

After you leave an interview, take a few minutes to evaluate how things went. Be honest with yourself, but do not be too critical. The important point is that you do your best and learn from your mistakes. Use the checklist on this page to determine how you might better prepare yourself for the next interview. Check "yes" or "no" after each statement.

	Yes	No
1. I was neat and well groomed.		
2. I exhibited a positive attitude.		
3. I was self-confident, but not arrogant.		
4. I was enthusiastic.		
5. I had my career goals well-defined.		
6. I completed the job application neatly and accurately.		
7. I was aware of the organization and its products and/or services.		
8. I spoke clearly and made eye contact with the interviewer.		
9. I had the training and/or experience required.		
10. I was tactful and avoided criticizing others.		
11. I was courteous and thanked the interviewer for his/her time.		
12. I had realistic salary demands.		
13. I was on time for my interview.		
14. I inquired about job security and benefits, but I didn't show excessive interest.		
15. I asked questions about the job and its responsibilities.		
Total Score		

Want More Information?

For additional information, download a copy of UT Extension Publication “W 936-F Finding Work – The Job Interview.” To learn more, connect with an Extension agent by contacting your county Extension office.



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