



## **Classy Career Girl's Interview Checklist**

Make sure you ask yourself these questions BEFORE your next interview!

1. Did I research the company online? (Vault, Wetfeet, employer website, Google news)
2. Have I researched the people I will be interviewing with online? (Linkedin)
3. Do I know the location of the interview?
4. Do I know when I need to leave for the interview and have I allowed extra time in my schedule for parking and traffic?
5. Have I tried on what I am going to wear? Is everything clean, ironed and ready to go?
6. Do I have a notebook with me to write important notes down during the interview?
7. Do I have extra copies of my resume if required?
8. Have I reviewed my resume to make sure that I am ready to provide examples and talk to each part of my resume?
9. Have I reviewed the job description and job qualifications? Am I ready to relate my previous work experience to the job description?
10. Did I take a deep breath and am I calm and relaxed?
11. Did I remember to eat and drink before the interview?
12. Did I prepare a list of questions that I want to ask?
13. Did I practice answering sample interview questions?
14. Do I have concrete examples of how I solved problems at my last job?
15. Did I write down the interviewer's phone number in case I get delayed?