



RE-ENTRY EMPLOYMENT SERVICE PROGRAM (RESP)

INTERVIEW CHECKLIST

Before the Interview:

- ✓ Check location, time, date and name of interviewer
- ✓ Find out as much as you can about the company
- ✓ Prepare some answers to common interview questions
- ✓ Practice interviewing and ask someone to critique your performance
- ✓ Determine salary expectations
- ✓ Dress appropriately and present a clean appearance
- ✓ Take extra copies of your resume
- ✓ Arrive on time

During the Interview:

- ✓ Be prepared to shake hands when you introduce yourself to the interviewer
- ✓ Remember the interviewer's name and use it during the interview
- ✓ Recognize that the interview is a conversation, not an interrogation
- ✓ Maintain good eye contact and try to smile
- ✓ Listen carefully and respond appropriately to questions
- ✓ Ask intelligent questions to show you are interested in the job
- ✓ Do not initiate money or benefits conversation until you have a job offer, but be prepared to negotiate a salary when the subject is raised
- ✓ Answer questions fully, but do not dominate the conversation
- ✓ Maintain good posture and present a positive attitude with a confident self-image
- ✓ Do not lie and do not bad-mouth past employers
- ✓ Find out the employer's requirements for the position and tell how you met them
- ✓ Convince the employer that you are the best candidate for the job by carefully presenting your technical skills, general abilities and personality traits
- ✓ Close the interview by asking for the job
- ✓ Find out when to follow up

After the Interview:

- ✓ Send a thank you note reasserting your interest and qualifications
- ✓ Follow up in a timely manner
- ✓ If you are not selected, try to find out why