

In-Person Interview Checklist

Your Attire:

- Familiarize yourself with the company's dress code
- Choose attire accommodating to the climate and season
- When in doubt, dress a notch up!

- For more **casual** workplaces, professional-looking casual job interview attire is appropriate.
 - For women, this could mean:
 - Dark jeans, a blouse, and blazer
 - Knee-length skirt and button-down shirt or blouse
 - Both options can be worn with flats or heels, avoid open-toe shoes
 - For men, this could mean:
 - Dark jeans or slacks and a button-down shirt or polo
 - Any closed-toe shoes that are neat and clean

- For a more **business casual** environment, you will need to dress up more
 - For women, this could mean:
 - Black or navy dress pants or pencil skirt
 - Button-down shirt and cardigan or jacket
 - Flats or heels are appropriate
 - For men, this could mean:
 - Black or navy dress slacks with a belt, button-down shirt, and tie
 - Jacket is optional
 - Matching shoes and polished shoes

- For a more **formal workplace** environment, wear a dark-colored suit
 - For women, this could mean:
 - Tailored dress with a matching jacket or suit pants or skirt with a matching jacket
 - For men, this could mean:
 - Suit pants and jacket—preferred colors navy blue, dark gray, or black, with a button-down shirt and a quiet tie

- All clothing should be freshly laundered and well pressed
- Jewelry should be limited and subtle
- Avoid colognes or fragrances



Your Arrival:

- Arrive no earlier than fifteen minutes, but no later than five minutes before the interview
- Before entering the building, chew mint gum or a breath mint – but do not chew gum during the interview
- Allow adequate time for traffic, parking, and a last-minute appearance check
- Treat everyone you meet as if they are the decision-maker, including the receptionist. Be polite to everyone– they all count!

Bring with You:

- Printed directions to the interview, as well as {insert recruiting firm} phone number and the client’s phone number (in the case you run late)
- A pad of paper and pen (preferably a folio)
- Three copies of your resume (make sure the resume is identical to the one supplied to the interviewer)
- Samples of your work, if relevant and appropriate. Never discuss or show proprietary information
- Your prepared questions for the interviewer (review Interview Preparation Worksheet)

During the Interview:

- Try to maintain a 50/50 balance between talking and listening
- Be aware of body language; maintain good posture, lean forward slightly to indicate interest, and maintain eye contact
- With any open-ended question, reframe to understand what precisely the interviewer would like you to cover. For example, if the question is, *“Tell me about yourself,”* your response could be, *“Of course! Is there a specific area you’d like me to start?”* This will give you additional time to formulate your answer before you answer
- With any confusing or multi-angled questions, reframe to clarify if you are responding with the type of information they are seeking. For example, if the question is *“Tell me about a time when you had a conflict with a supervisor?”* your clarifying response could be, *“Would you like me to discuss my relationship with my last supervisor?”*
- If you are even slightly unsure about a specific question or need time to formulate and process your response, ask for clarification: *“Can you be more specific? I want to make sure I respond accurately to what you are asking for.”*

Avoid:

- Speaking negatively about your current situation, boss, or working environment
- Asking questions about or sharing information regarding current or expected compensation
- Leaving your cell phone on – always turn your device off before entering the company



Closing:

- Unless you are confident that you would not like to move forward in the interviewing process, close for the next steps. Ask how they perceive you fit into the organization, and if any areas have not been covered that are important to the hiring decision.
- Example close: *"I like what I have heard today and am very interested in moving forward. I understand you are looking for someone in this role who has (A, B, and C), and as we have discussed, I have (specific experience with A, B, and C). Before I leave, are there any more questions about my background or qualifications that I can answer or clarify for you to better assess my fit within your team?"*

Following the Meeting:

- Call **{insert recruiting firm}** at xxx-xxx-xxxx, and we will debrief from the interview, discuss what you liked, what questions you still have, what questions you perceive they have about you, and your interest in next steps
- Follow up immediately with a thank you note or email to everyone who interviewed you. Keep your correspondence clear, concise, and convey appreciation for your interviewer's time. Make sure to check for spelling and grammar errors