



## Acing the Interview Checklist

### Hygiene

- Women, think “less is more” when it comes to your cosmetics. Men: clean shave.
- Nail polish should be free from chips, choose a natural color.
- Avoid wearing cologne/perfume. The smell may be an unwelcomed scent to the interviewer.

### Apparel

- Based on the industry, you need to decide traditional vs. non-traditional.
- Iron Clothing and polish shoes.
- Clothing should be free from stains.
- Length of dresses/skirts should only be a few inches above the knee; tights are recommended if the length is slightly shorter or if in a very professional work setting, i.e. a law firm.
- Ensure appropriateness of your attire. Avoid cleavage and anything too tight or revealing.
- Avoid too much jewelry and watches.
- Leave handbags/satchels in the car if and when possible. Purse should be zipped and shut prior to entering the building. Avoid carrying the bag in your “hand shaking” hand.

### Materials

- Bring a folder/portfolio with multiple resumes and a list of 3 professional references.
- Type any questions you may have for the interview. This will demonstrate your interest and commitment to the opportunity as well as your ability to be prepared and research.
- Bring additional paper to take notes and a pen or two.
- A laptop, tablet or iPad are appropriate when interviewing for a tech, web or design positions.
- DO NOT BRING coffee or tea.

### Interview Tips

- Allow plenty of time for driving/parking. Keep in mind that you may need cash to pay for parking.
- Arrive 10 minutes early; use the restroom and give yourself a pep talk.
- Cell phones should be turned off, avoid using vibrate mode as it is still audible
- Be sure to shake the interviewer’s hand firmly and make sure that the space between your thumb and pointer finger connect with interviewer.
- Eye contact is a MUST.
- Ask questions, clarify next steps and express interest.

### Post Interview

- Send a thank you note.
  - Handwritten is preferred within 48 hours, if decisions will not be made quickly.
  - Send an email thank you right away especially if you do not have easy access to a thank you card, or if decisions will be made quickly.
  - Reference specific details from the interview to help the interviewer remember you.