

## Best Practices Interview Checklist (for BEFORE and AFTER the interview)

### Before The Interview:

\_\_\_\_\_ Know the details- when, where, with whom?

- a. When is the interview? Arrive 15 minutes early- if you are 15 minutes early you are on time.
- b. Is it over the telephone or in person? If in person- do you have the address? It is highly recommended to drive to the area the day before to make sure you know where you are going and won't be lost / flustered the day of the interview.
- c. Find out whom you should ask for when you get to the interview and who you will meet with at the interview.

\_\_\_\_\_ DO YOUR RESEARCH - We cannot stress this enough!

- a. Company - Look up the company on their website- search their news section to find out new and interesting things the company is involved with. Know their business is the best way to show you are interested in the position.
- b. Interviewers - If you know the interviewers' names you can do research on them by Googling or going to LinkedIn.com. You might find you went to the same school or had previously worked with some of the same people, etc. Any information that you can find out is helpful and may help you network or get referrals or inside scoop from people they know.

\_\_\_\_\_ If it is a Technical Interview- make sure you brush up on the technology in the job description to be prepared for any questions they may ask you.

\_\_\_\_\_ Have questions ready - nothing shows more interest than asking questions about the company or the position. You will want to avoid questions related to salary/compensation, flex time, or telecommuting- this shows you are more interested in what is in it for you vs. showing them what is in it for them. Once they have showed interest in you, it is okay to pursue these questions, but never bring up this in the interview unless the company brings it up to you.

\_\_\_\_\_ For info on how to answer the Top 5 common interview questions, [click here](#)

### After The Interview:

\_\_\_\_\_ Send a handwritten thank you note to all interviewers to make the best impression. If time is of the essence, following up with a thank you e-mail is now acceptable in our electronic society. Better yet...do both.