

# Resume Genius' Interview Checklist

## Documents

- Do you have at least 3 copies your resume printed on quality paper?
- Do you have an extra copy of the cover letter you submitted?
- If applying for a job requiring a portfolio, do you have examples of your work?
- Do you have a completed application form or copy of the job posting?
- Do you have a copy of employment eligibility or personal identification?
- Do you have a notebook or extra paper to jot down notes and questions?
- Do you have a sturdy folder or folio to organize all of the above documents neatly?

## Attire

- Have you had a recent haircut or styled/combed/brushed your hair?
- Have you taken time to organize a professional looking outfit?
- Do you have shoes appropriate for the selected clothes?
- Is your outfit wrinkle free and worn properly (ties, belts, collars, etc)
- If you have poor eyesight, are you wearing your glasses or contact lenses?
- Have you brushed your teeth to ensure non-offensive odor projection?
- Have you planned an appropriate amount of time to reach the location of the interview at least 15 minutes early?
- Have you researched the company thoroughly beforehand, knowing its industry, primary products/services and business ethos?

## Behavior

- Did you turn you cell phone off or set it to silent?
- Did you make sure to use the restroom before the interview?
- Did you attain mental focus prior to introductions?
- Did you make a proper introduction with a firm handshake and reasonable eye contact?

- Did you maintain regular eye contact during the interview, maintain a proactive posture and ask questions?
- Did you take notes during the interview for reference or jot down questions?
- Did you engage in the interview by reacting to information with thought, respond to questions thoughtfully and appear enthusiastic about the position?

### **Closing**

- Did you ask at least 2 meaningful questions?
- Did you attain a date at which you can expect to hear back from the interviewer(s)?
- Did you collect all of your documents and belongings?
- Did you close with a thank you and handshake comparable to the introductory greeting?
- Did you turn your phone back on upon exiting the building to be instantly reachable?

### **Follow-up**

- Did you send a properly formatted [thank you letter](#) within 24 hours of concluding the interview?
- Did you supplement the follow up letter with a phone call to the interviewer?
- Did you take notes and apply knowledge from this interview for your next interview?
- If offered the job, do you have a clear understanding of start time, salary and job expectations?

*Thanks for downloading the [Resume Genius](#) resume checklist! If you have any general questions about resumes visit our site and leave us a comment.*