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.