

Job Interview Checklist

Extra Copies of Resume

- In the case that the interviewer forgot to print copies of your resume, providing a neat, clean copy of your resume will show that you are well prepared for the interview.

Professional Notebook

- Keep a professional notebook with you, for during or after the interview, to write down important notes. Make sure you ask permission if you plan to take notes during the interview.

Pens

- Carrying extra pens will not only save you from the embarrassment of asking for a pen, but it can also leave a good impact to offer a pen to your interviewer if he or she does not have one.

List of Questions to Ask the Interviewer(s)

- Be prepared for the interviewer to ask if you have any questions. Bring a list of 5-10 questions you want to ask the interviewer to show that you are really interested in the job.

Directions/Map and Contact Information of Interviewer(s)

- To avoid showing up late to the interview, make sure that you have a proper address along with directions of the interview location. Decide how you will get to the interview and the time of travel beforehand. Bring the contact information of the interview person so that you can contact them if something goes wrong.

Work Samples/Portfolio

- Certain positions may require seeing examples of your work, so it is important to keep your samples handy. Further, even if the portfolio is not mandatory, keep the papers with you in a well arranged portfolio.

Small Touch-Up Kit

- Put together a small kit containing mints, tissues, a hair brush, a lint roller, a water bottle and any other things which you might need throughout the day.

Professional Bag, Tote, or Briefcase

- Instead of carrying many bags like a small purse, laptop bag and a briefcase, bring one bag in which you can pack everything you need. It should be one which is easy to take on and off and keeps your hands free.

Hard Copy of Job Description

- Although you have hopefully already read through the job description before the interview, having the physical copy in your hand during the interview will help you better present yourself to the interviewer. In addition, you can explain your skills and experience better by associating them with the job description.



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Anything else you have been asked to bring

- Make sure to double check the interview letter before going to the interview for any specific things you might be asked to bring. Forgetting specific things you are asked to bring may lose you a job offer.

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