

# *INTERVIEW CHECKLIST*

## THE WEEK BEFORE

- Make sure you have a professional outfit that fits the job. This might mean it's time to shop!
- If there's time and a need, have your outfit/suit tailored.
- Make sure the outfit you want to wear is clean and/or dry cleaned.

## THE NIGHT BEFORE

- Print at least **5** copies of your resume
- Write questions in a notebook that you have during the interview.
- Hang or layout your clothes in one area, just make sure they won't wrinkle.
- Even put your bra and underwear out! There is no thinking the morning of.
- Lay out your jewelry and pull out your shoes.
- Pack your bag/purse. Make sure to include your resume copies, pens, and your notebook with questions.
- Review a time to leave that gives you an additional 15 - 20 minutes based on Google Maps.
- Make sure you use Google Maps estimated time/day feature for when you will leave.

## THE DAY OF

- Fully groom yourself, that means washing your 5 day no-wash hair!
- Don't forget to brush your teeth!
- Get dressed - it should be easy everything is already chosen.
- Make sure you arrive at the building 15-20 minutes early. (Trust me)
- Walk tall, shoulders back, exude confidence.
- **Finally, relax!**

