

### **IN-PERSON INTERVIEW – Checklist**

- ✓ **Are you wearing appropriate attire?**
  - If you are not dressed in a navy, charcoal or black suit WITH a coat AND tie... the answer is NO. You must wear this for your first interview. I'm sure you don't want to be known as "that" candidate who showed up under-dressed or "that" candidate who showed up dressed in something inappropriate.
  
- ✓ **Avoid smoking at least 3 hours prior to your interview.**
  - This does not mean you can smoke 30 minutes before your interview because you are nervous and then try to cover it up with your amazing flower-smelling whatever. It will just smell like some flower was sitting on your shoulder and "lit one up".
  
- ✓ **Go light on the "smell-wear".**
  - Unless you are interviewing at Eu de Wherever, do not act like you are trying to sell that brand – go easy on the cologne or perfume.
  
- ✓ **Have you researched the company? (Locations, Corporate Office, Financials, Glass Door, etc.)**
  - Seriously, unless you are someone who walks on to a used car lot without any perspective of what you want and you're okay fending off all sales people telling you what you should buy for the next 8 hours of your life, you should probably do some research.
  
- ✓ **Have you done an assessment on your technical strengths compared to the job and where your skills might need some improvement to be exceptional?**
  - If not, call your recruiter ASAP – it's part of our job.
  
- ✓ **Be very careful with "personal stories".**
  - This is not a therapy session and things you say WILL, and most likely SHOULD be repeated. If you don't want something known outside of a small circle, this is not the time to share.
  
- ✓ **Try to pretend you are interviewing yourself.**
  - What questions would you ask someone like you? Make a list and be sure you have good answers. More than likely, those are the exact questions you will encounter.
  
- ✓ **Do you have 2-3 clean copies of your resume?**
  - If not, make them – you need those with you even if you think everyone involved already has a copy of your resume.
  
- ✓ **Have everything together in a nice portfolio.**
  - Don't have one? Use a normal file folder.
  
- ✓ **Benefit Discussion: DO NOT discuss this topic.**

- If you don't have the detailed information from your recruiter, then your recruiter did not do their job. Most hiring managers do not have all the details that HR people have available. If someone shares their benefits with you, write down what you can and say, "thank you for sharing". But, do not get in a discussion about them – call your recruiter.
- ✓ **Salary Discussion: You're joking? DO NOT do this.**
  - May we suggest skydiving without a parachute or driving a car without a seatbelt? You have a recruiter, use them. It's okay to share how much you are currently making, but that's it. Anything else should center around your skill set – let them know that you will "consider any offer they believe to represent your skill set".
- ✓ **I know someone at the company and would like to share that they are an "internal" reference. NO.**
  - What if that person tells everyone that you are the most amazing person in the world? Now, if you don't show up for the interview in a Superman outfit with only one problem – an aversion to Kryptonite – you are going to fall short of expectations.
  - The other option is that the person you know has recently made a negative impression on someone who is involved in the interview process. The minute they hear you know that person, you might as well have been there when that other individual made the negative impression.
  - We will use that reference later in the process – post interview. But, your job is to make the best "first impression" possible on your own merits.
- ✓ **What if I don't like where I'm working right now or a past employer? Should I say something? NO**
  - Would you want someone who works with you to constantly find the wrong in everything vs. trying to find the positive in something each day?
  - Put in the work ahead of time and figure out something you learned or something that your previous employers did that was impressive. You worked there for a reason, focus on that.
- ✓ **What are some good questions I can ask during an interview?**
  - Within this specific role, how will success be defined?
  - What can you tell me about your specific experience here at COMPANY ABC?
  - What's a really great story about this department that I might not know about unless I was working here?
  - If this is a replacement, what should I do to make sure I don't get replaced?
  - If newly created, what was it created for (rationale, history of other new roles, ROI for company, etc.)?
  - Discuss the financial situation of the company (ask questions around what you know about their finances: why did X revenue become Y revenue in the last 12 months, etc.) – do NOT refer to "tabloid fodder" this will make you look like you don't research and prefer to engage in gossip.