

3 Stages Of Interviews

Interview steps



Before the interview

- ☐ Always make Sure you execute in depth research
- ☐ Bring an extra copy of your resume, keep it tidy in a folder
- ☐ Know exactly where it is you're going — do a test run the day before
- ☐ Turn your phone off

During the interview

- ☐ Make a good first impression by dressing well, giving firm handshakes and smiling
- ☐ Be prepared to tell them about yourself— come ready with a story that shows off your personality and relevant skills
- ☐ Stay positive — don't get baited into negative subjects or talking down on people
- ☐ Leave the subject of money until the interview gets flowing, you don't want to ask this during the early parts of an interview
- ☐ Make sure you research what your salary should be and have facts to back yourself

After the interview

- ☐ Always send a thank you letter — even if it went bad
- ☐ Don't talk about the interview on social media

Make and Share Free Checklists
checkli.com