Interview Checklist

Never bring anyone with you to a job interview (friend, family, etc.)

Thank the person, look him in the eyes, and smile. Tell him you really want this job.

End your interview with the same firm handshake you began with.

Ask questions about the hours and duties of the job.

Bring your own pen and paper. Take notes.

Speak formally.

Be prepared for questions about yourself and answer them calmly.

Use positive body language when meeting the interviewer. Shake hands firmly.

Then wait until you are called. Sit or stand quietly.

Tell the receptionist your name, that you are here for an interview, the time of your appointment, and name of the person you are interviewing with.

Locate the receptionist or secretary.

Arrive on time or even a little early. Be neatly groomed.