



DAY-OF-INTERVIEW CHECKLIST

- Google the organization one last time to make sure you are aware of any material developments that have taken place since you did your initial research.
- Bring directions and contact names.
- Bring extra copies of your resume, a notepad and a couple of pens.
- Bring a portfolio, purse, briefcase or have another place to put business cards. Bring an energy-boosting snack and drink.
- Avoid using perfume.
- Arrive 10-15 minutes early (but no earlier).
- Remember that your interview starts with the very first person you meet (receptionist, assistant, etc.), so act accordingly.
- During the interview, think of the “6 E’s”:
 - **Excitement/Enthusiasm** – Talk about things that energize you, be enthusiastic – and don’t forget to smile!
 - **Efficiency** – Get to the point quickly, and answer the question asked. Don’t become flustered by pauses and silences.
 - **Engagement** – Be an active listener, and use the natural flow of the conversation to work in the must-know selling points that you want to make.
 - **Exhibit** – Exhibit the skills needed for the job (getting to the point quickly, good judgment, quick thinking and workarounds to show that a perceived deficiency in your skill set should not disqualify you).
 - **Energy** – If possible, schedule the interview at a time of day when your energy levels are naturally elevated. Try to mirror the interviewer’s energy level. Plan your meals/drinks to maximize your energy level.
 - **Eye contact** – At a minimum, focus on the person’s eyebrows and nose. For group interviews, make sure all panelists get some of your attention.