**Pre-Interview Checklist**

At-least one day before the interview ensure that you are prepared and organised with the below

1. Dress & Appearance
2. Documents to carry
3. Travel plan to interview location
4. Do you have a Soft copy and three Hard copies of your latest resume?
5. Have you decided what dress to wear on the day of interview?
6. Is the dress ready to wear?
7. Have you polished your shoes?
8. Are your socks ready to wear?
9. Do you have a belt to wear for the interview?
10. Did you trim your nails?
11. Have you decided on the best mode of transport to reach the interview location?
12. Have you looked up on the best route to travel to the interview location?
13. What time is your interview?
14. What time do you plan to start from home?
15. What time do you intend to reach the interview location?
16. Have you organised your documents (Resume, Certificates, Identity card – Aadhar/Driver’s license, Passport Photos (minimal 3 Nos)) that you intend to carry with you for the interview?
17. Do you have proper file to carry & display all your documents to the interviewer?

The night before the interview, go to bed early such that you wake up well rested.

Remember to pack your bag with the necessary documents/file the night before the interview.

**Ashok’s recommendation:**

1.

2.

3.