

Interview Day Checklist

Before You Leave Home

- Print extra copies of your resume
- Pack a notepad and pen
- Prepare a list of questions for the interviewer
- Dress appropriately for the role and company culture
- Check directions and commute time to the interview location
- Eat a light meal and stay hydrated

What to Bring

- Copies of your resume
- Photo ID
- Notebook and pen
- Portfolio or work samples (if applicable)
- Company contact information

During the Interview

- Arrive 10–15 minutes early
- Greet everyone politely and confidently
- Maintain good posture and eye contact
- Listen carefully and answer questions clearly
- Take brief notes if appropriate
- Ask thoughtful questions about the company and role

After the Interview

- Thank the interviewer before leaving
- Send a personalized thank-you email within 24 hours
- Reflect on what went well and areas to improve
- Keep track of next steps and timelines