

Interview Checklist:

1. Remember to have the following information with you.

You may not need all of this information, but it is better to be prepared and have it with you.

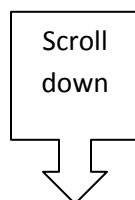
- Social Security number
- List of references
- Details of past experience/employers
- Company name
- Full address
- Dates of employment
- Salary
- Job titles/duties
- Supervisors
- Extra copies of resumes
- Nice pen and notepad
- Questions you want to ask

2. Check and Double Check

Make sure that you:

- Know the time of the interview (don't be too early; arrive approximately 10 - 20 minutes before interview).
- Know where to go for the interview (building and room number).
- Know where to park for the interview.
- Know how long it will take to get there. Check for traffic conditions and other problems (time the drive).
- Know the name and title of the interviewer. Make sure you know how to pronounce his/her name.
- Select the proper attire for the interview a week before the interview.
- Make sure clothes are neat and clean.

3. No Gum, No Smoking, and No Sunglasses!



4. Appropriate Clothing

Men

- Conservative tailored two-piece suit (navy, black, charcoal or pin-stripe); no bold plaids or stripes
- Quality white or pale blue long-sleeved shirt; make sure shirt fits well
- Conservative, color-coordinated tie; avoid clip-ons
- Dark brown or black conservative shoes (shined of course)
- Dark over-the-calf socks
- Freshly shaven
- Clean Nails
- Well-groomed - hair combed and neat; avoid faddish cuts
- Avoid flashy jewelry (nice watch, one ring per hand; no neck chains or earrings)
- No strong cologne

Women

- Conservative dress with jacket, or suit (preferred length right above, at, or just below the knee; preferred colors - blue, gray, beige, or tan)
- If wearing a suit, wear a good quality blouse in a color that compliments the suit; avoid tight or low-cut blouses
- Polished, closed toe, dark pumps with medium or low heels
- Simple, becoming hair style
- Minimal make-up
- Nail polish should be clear or light; nails should be trimmed
- Simple basic jewelry (one ring per hand, excluding wedding rings, conservative watch)
- Beige, tan, or neutral hosiery
- Light cologne, if any
- Small purse or shoulder bag

It is always better to be overdressed than to be underdressed.

Knowing that you have thoroughly prepared for your interview will give you the self-confidence to do a great job. Before going into the interview take a deep breath and try to relax. Remember, your education at Lander has prepared you for the real world.

5. Know the Company

- Know the company products/services, locations, financial data, etc.
- Know what the company needs and match your qualifications to those needs.