

30 Job Interview Tips: Checklist

Follow this checklist to ensure you are prepared for your next interview. Our companion article goes into greater detail for each of these thirty tips below. [You can view that article here.](#)

- Prep with a mock interview
- Dress appropriately
- Groom appropriately
- Minimize distracting clothes
- Keep accessories to a minimum
- Keep fragrance to a minimum
- Body piercings and tattoos minimal
- Get a good night's rest
- Eat well
- Practice driving the route the day before your interview
- Arrive 5 minutes early (but earlier in the parking lot)
- Speak slowly and calmly
- Don't fidget
- Mirror body language of the interviewer
- Make eye contact
- Don't be defensive
- Redirect hard questions and use your talking points
- Avoid long-winded answers
- Ask questions
- Take some notes, but not too many
- Multiple interviews in a single day? Ask for a break!
- Turn off phone
- Practice proper hand hygiene
- Avoid personal discussions
- Avoid negative comments about former employers and co-workers
- Have fun
- Be positive
- Ask about what you are missing
- Ask for the next steps
- Send a follow-up email that day (and mail a letter too!)

