



# INTERVIEWING DO'S & DON'TS CHECKLIST

## INTERVIEWING "DO'S"

### BEFORE THE INTERVIEW

- Make your social media private.
- Have a Plan A & a Plan B for your childcare and transportation for the interview.
- Have a short, professional voicemail message on your phone.
- Be ready to take a drug test.
- Attend one of our Interview Workshops by logging in at [www.detroitatwork.com](http://www.detroitatwork.com) and going to the Workshops tab.
- Have 3 professional references in writing.
- Know at least three things about the Employer/do some research (For example: type of industry, Company's mission, and length of time in business)
- Know your resume – be prepared to talk about your past work experiences in detail.
- Prepare at least one question to ask at the end of the interview.
- Practice the interview with someone.
- Print 5 copies of your resume and put in a nice folder to bring to the interview.
- Practice your transportation route to interview beforehand.
- Plan your outfit – we usually recommend you wear business or business casual but contact the Detroit at Work staff who helped you get the interview if you're unsure what to wear
- Confirm your childcare and transportation (i.e., make sure you have gas in your car, try on your clothes).

### DURING THE INTERVIEW

- Arrive at the interview site 30 minutes early.
- Go to the bathroom when you get there to check your appearance.
- Turn off your phone.
- Make eye contact with employer throughout the interview.
- Let the interviewer lead the conversation.
- Smile and be enthusiastic.
- Be confident but also humble.
- Ask about the next step in the hiring process at the end of the interview.
- Ask for a business card before you leave so you can send a thank you email/follow up.

### AFTER THE INTERVIEW

- Send a thank you note or email after the interview.

## INTERVIEWING "DON'TS"

- Don't bring food or drinks to the interview.
- Don't bring your children or anyone else to the interview.
- Don't wear headphones.
- Don't check your phone while in the interview (in fact, turn your phone off).
- Don't chew gum.
- Don't smoke in the car on the way there or the parking lot (you don't want to smell like smoke!).
- Don't talk about your children or other personal matters.
- Don't talk negatively about previous employers, managers, coworkers.
- Don't talk about pay or benefits in first interview.
- Don't rush your answers – pause and think before responding. Ask if you need clarification about a question asked.
- Don't refer someone else to the job until you are hired.
- Don't cancel the interview to attend another one.
- ***Don't be a no-show – if an emergency comes up, reschedule in advance as soon as you know you have a conflict.***