

Interview Preparation Checklist

DONE	To Do List (M: men only, W: women only)
	Select your outfit and try it on with the shoes and accessories you've chosen
	Make sure your clothes are pressed
	M: Polish shoes
	W: Buy extra stockings
	W: Remove all visible piercings except single ear hole M: Remove all visible piercings
	Print at least five copies of your resume on good paper
	Pack your bag with: <ul style="list-style-type: none">▪ Resume▪ Notepad▪ Portfolio to hold resume and notepad▪ Pens▪ Business cards▪ Info for references▪ Questions to ask interviewer▪ Breath mints▪ Dental floss▪ Small bottle of water▪ Small, stomach-friendly snack▪ W: Lipstick and extra stockings▪ W: Shoes if not wearing them there
	Go to bed early
	Set two alarm clocks
	Eat breakfast
	Leave early and check the traffic report before you go
	Check your appearance head to toe with a focus on your face; check teeth for unwanted food or lipstick
	Use the restroom before you leave home and when you arrive at the office
	DON'T wear perfume or cologne, have change or keys to jangle in your pocket, or wear anything that you fiddle with