



# Interview Checklist *for Job Seekers*

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## Y/N Before the Interview

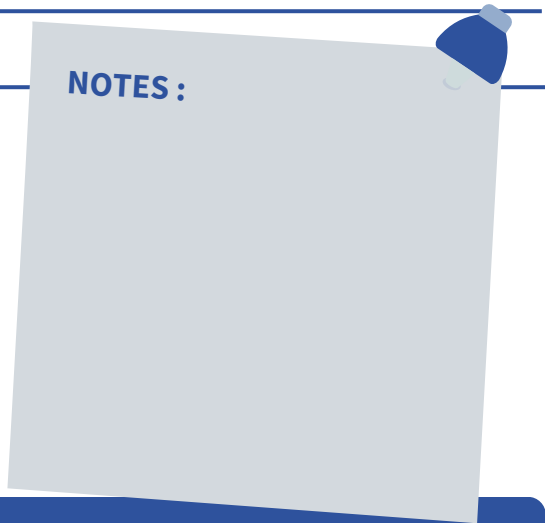
	Organize logistics (in-person or video, directions, transportation, childcare)
	Complete pre-interview tasks (application, gather forms of identification, submit resume)
	Download apps or tech upgrades for video interview
	Research the company (the 5 Ws - who, what, where, when, why)
	Plan your look and attire (the 5 Cs - cover, comfortable, conservative, clean, color)
	Rehearse answers to common interview questions

## Y/N During the Interview

	Start with a hand shake and maintain good eye contact
	Have good posture and body language
	Ask questions about the position (job expectations, schedule, salary, benefits)
	Ask questions about the company (leadership paths, trainings, etc)
	End with a hand shake and inquire about the next steps

## Y/N After the Interview

	Analyze how the interview went
	Send a thank you note within 24 hours
	Send follow-up emails as needed



Matern Staffing has over 55 years' experience connecting job seekers to top local companies. Contact us today!

