



Interview Checklist

- Greeting is appropriate and confident
- Handshake is firm, but not too strong
- Sitting position looks professional
- Hair looks professional
- If female
 - Makeup looks professional
 - Makeup is not too pale or plain
 - Makeup is not overdone
- Glasses look professional
- Shoes are good quality, business-appropriate, and well maintained
- Suit
 - Style is appropriate
 - Looks well maintained and unwrinkled
 - Pants are hemmed to an appropriate length
- Tie
- Shirt lies flat & is unwrinkled
- Gestures
 - Gestures not too big
 - Hands not too still
- Posture
 - Not too casual or slouched
 - Not too stiff
- Body language
- Facial expressions
- No facial ticks
- Eye contact is used appropriately
- No excessive blinking
- Voice tone
 - Assertive, confident, professional
 - Does not go up at the end of sentences like a question
 - Voice volume is appropriate
- Pace of speech is appropriate
- No throat clearing
- Does not seem nervous
- Hand placement is appropriate
- Does not fidget
- Business card looks professional
- Business card content is appropriate
- Resume printed on resume paper
- Answers to questions – are of appropriate content
- Panel Interviews
 - Eye contact shifts between panel members appropriately

Interview Checklist

Positive Feedback:

Suggestions for Improvement of content of answers to questions:

Suggested Areas for Overall Improvement:

Suggested Development Activities: