INTERVIEW CHECKLIST 2010

- **Appropriate Dress**
  - Suit for men and women,
  - Neutral tie
  - Hair out of face
  - Professional appearance
  - Other

- **Introduces self**
- **Uses appropriate greeting**
- **Uses Interviewer's name** (using appropriate title e.g. Dr. X)
- **Shakes hands**
- **Makes good eye contact**
- **Lets interviewer sit first**
- **Smiles**
- **Leans slightly forward**
- **Appears composed**
- **Answers questions without too much delay**
- **Answers questions well**
- **Appears prepared**
- **Has questions for interviewer**
- **Avoids note taking**
- **Shakes hands on exiting**
- **Use interviewer’s name again**
- **Thanks interviewer**
- **Overall interview**
  - Boring
  - Composed
  - Interesting
  - Professional

- **Comments**