

Vip organizer [M:\Checklists\Interview checklist for applicants\Interviewchecklistforapplicants.vpodb]

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Default Task

Done	Info	Name	Status	Category
Category: Pre interview checklist (what to do in order of preparing for interview)				
<input type="checkbox"/>		Research the organization (employer) you are going to have interview with.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Make sure you know where it is located and how to get there on time.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Research offered vacancy beforehand and ask some clarifying questions, if possible,	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Clarify the interview format to make all necessary interview preparations.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Whether you are a recent graduate or experienced professional, take with you copies of	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Any documents you may need, such as a passport, social card, driver's license etc.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Think through common interview questions that you may be asked.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Prepare the most reasonable interview answers which will show your best qualities.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Take bath or shower prior to an interview.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Have a good night's sleep to be fresh and quick-witted.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Wear clothing that is clean, pressed, and wellfitting.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Follow the appropriate interview dress code:	Created	Pre interview checklist (what to do in order of preparing for interview)
<ul style="list-style-type: none"> <li>o Traditional interview dress code for women includes classic clothing style, conservative makeup, accessories, and jewelry. No extravagancy allowed.</li> <li>o Traditional interview dress code for men includes accurate business outfit and clean footwear. No sport and casual wearing allowed.</li> </ul>				
<input type="checkbox"/>		Use subtle perfume/cologne.	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Make sure keeping the interview etiquette basics - clear, polite and literate speech,	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		Prepare extra copies of your curriculum vitae (resume)	Created	Pre interview checklist (what to do in order of preparing for interview)
<input type="checkbox"/>		If possible, prepare interview references from your former supervisors, colleagues, or	Created	Pre interview checklist (what to do in order of preparing for interview)
Category: While interviewing checklist (simple interview methods to look trustworthy)				
<input type="checkbox"/>		Arrive at least 15 minutes earlier, and check your appearance in the mirror.	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Be ready to avoid the most common interview mistakes - asking too much questions,	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Smile, shake hands firmly, sit when you are offered a seat.	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Sit up, focus on the interviewer, make eye contact, respond calmly, clearly and honestly.	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Demonstrate your enthusiasm, respect and positive mood.	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Avoid being too humble as well as too self-assured while representing your knowledge,	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Avoid expressing doubtful opinions, and don't wrangle with your interviewer.	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Be short-spoken in your interview reports and keep them connected to core of the	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Have a notebook and a pen to make quick interview notes when required.	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Keep your responses connected to the job you pretend to get - focus on your strengths,	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		Make sure your resume is typed on clean, plain-colored paper, taking 1-2 pages in	Created	While interviewing checklist (simple interview methods to look trustworthy)
<input type="checkbox"/>		When filling a form, write clearly, think twice what to write, make sure that you filled all	Created	While interviewing checklist (simple interview methods to look trustworthy)
Count: 33				

Categories Bar

J...	Total
Pre interview checklist (i	16 16
While interviewing check	12 12
Post interview checklist	5 5

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Task Name	
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Date Opened	
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