

Job Interview Checklist

▶ Information about the employer

- ▶ Find out about
 - The history of the firm
 - The structure
 - Position and field of business activity
 - Geographical location
 - Performance and products
 - Philosophy

▶ Information about the position

- ▶ Profile of qualification
- ▶ Skills

▶ Planning on how to get there

- ▶ Map
- ▶ Time estimate, if possible real time
- ▶ Contact person
- ▶ Meeting place

▶ Choosing clothes

- ▶ Choice: rather discreet than too stylish (this also counts for perfume and aftershave)
- ▶ Check by using a mirror