

**Table 1**  
**Checklist for Successful Interviews**

Kindly answer the following questions with a “yes” or a “no”. Please strive to be very honest as you answer each and every question! \*^

1. \_\_\_\_ Did you look right (Were you neat, and did you dress to impress the interviewer)?
2. \_\_\_\_ Did you go alone to the interview?
3. \_\_\_\_ If an appointment was set, were you early for the interview?
4. \_\_\_\_ Were you prepared for the interview?
5. \_\_\_\_ When meeting others, did you shake hands firmly?
6. \_\_\_\_ During the interview, did you look the interviewer in the eye?
7. \_\_\_\_ During the interview, were you enthusiastic?
8. \_\_\_\_ During the interview, did you act confident, but not arrogant or conceited?
9. \_\_\_\_ During the interview, did you act sincere?
10. \_\_\_\_ During the interview, did you ask questions that showed your interest in the position?
11. \_\_\_\_ During the interview, did you answer questions clearly and concisely?
12. \_\_\_\_ During the interview, did you use proper grammar?
13. \_\_\_\_ During the interview, did you demonstrate awareness of the company and its products?
14. \_\_\_\_ During the interview, did you specify your personal goals, particularly as they pertained to the company?
15. \_\_\_\_ During the interview, were you positive in your demeanor and smile at others?
16. \_\_\_\_ During the interview, did you speak well of your past school experiences, past positions, and/or past employers?
17. \_\_\_\_ During the interview, were you friendly to others (particularly with the interviewer)?
18. \_\_\_\_ During the interview, did you convey to the interviewer that you are a very reliable and dependable person (did you mention that you were rarely ill, etc.)?
19. \_\_\_\_ During the interview, did you avoid promising things that you can't do, i.e., did you note any restrictions/limitations that needed to be understood in advance?
20. \_\_\_\_ During the interview, did you leave the impression that you really wanted the job, but only if you really did? If you don't, though, be sure to graciously decline.
21. \_\_\_\_ After the interview, did you immediately send the interviewer(s) a thank you note that indicated your continued interest in working with him, her, or the and the company too?

\*Notably, the more “yeses” indicated above, the more likely that the position in question will be offered to you.

^Helpful hint: For best results, kindly look over this checklist before going to an interview, and then complete it immediately afterwards too. Question: What have you gained by doing so?  
Answer: Hopefully, substantial insights regarding how to interview better next time!

For more information:  
Thomas S. Parish, Ph.D.  
[Parishts@gmail.com](mailto:Parishts@gmail.com)