Interviews are important in that they give you, the job seeker, an opportunity to meet a potential employer, determine if you would enjoy working in that employer's environment, and gain a better understanding of the specific job responsibilities required of the position in which you are interested. It therefore serves purposes other than simply obtaining employment. Interviews allow potential employers the opportunity to meet you, ask additional questions to assist them in deciding whether you would be capable of performing the job responsibilities asked of you, and determine whether you would fit into their particular organization. Potential employers view an interview as the most important part of their hiring process.

Contrary to what most inexperienced interviewers think, you need to spend quality time and effort preparing for interviews. Don't assume you can waltz into an interview and "wing it." Your lack of preparation will be painfully obvious, sending numerous warning signals to a potential employer about your character and future job performance. Also, how you conduct yourself in an interview may determine how you will be viewed by your future boss and co-workers, and the type of future salary potential you can expect. The following check list is designed to assist you in ensuring that you have covered virtually every aspect of the interview process:

- Do you have directions to the interview site? Have you clocked the amount of travel time needed?
- Have you made necessary parking arrangements, or know where you should park?
- Are you certain of your interview time?
- Do you know the name and title of the person with whom you are interviewing?
- Are you dressed professionally in clean, pressed clothing?
- Are your accessories (jewelry, perfume/cologne, make-up) conservative?
- Is the information on your resume accurate? Do you have extra copies of your resume?
- Do you have copies of your reference page?
- Have you asked permission of your references to use their names in your job search?
- Have you reviewed potential interview questions and your responses to them?
- If applicable, do you have sample copies of your work?
- Have you noted those questions you would like to ask of the interviewer?
- Are you knowledgeable on the company and position for which you are interviewing?
- Do you know your salary expectations and/or have a salary range in mind?
- Do you have paper and something professional looking with which to write?