

### **CHECKLIST FOR YOUR ARRIVAL**

- ☐ You are familiar with the route and travel time.
- ☐ You know the number of the contact person in case you are running late.
- ☐ Your application documents are complete and ready to go.
- ☐ You also have a notepad and pen.
- ☐ You are dressed according to the dress code of the industry and the company.

### **CHECKLIST FOR THE INTERVIEW**

- ☐ The company's homepage has been viewed, numbers and names have been researched.
- ☐ The job advertisement is familiar, as are all the essential requirements.
- ☐ Important queries have been noted down.
- ☐ Your own salary expectations have been clarified.
- ☐ You know the typical procedure of a job interview.
- ☐ You greet the interviewer(s) with a smile.
- ☐ During the interview you maintain eye contact and pay attention to your posture.
- ☐ You are prepared for the "typical" questions.
- ☐ You have practised self-presentation.
- ☐ Your successes and experiences can be proven by examples.
- ☐ You take care to say goodbye appropriately.
- ☐ The interview only ends when you are out of sight and earshot.

### **CHECKLIST FOR THE FOLLOW-UP**

- ☐ You reflect on what went well and what went badly.
- ☐ Have you decided to work with us?
- ☐ If you don't hear back, don't follow up for at least two weeks.
- ☐ In case of a rejection, never take it personally.